**Academic Information Services Advisory Committee**

**Meeting minutes**

**Wednesday, November 29, 2014**

Present: Robert Belton, Mike Burgmeier, Brandon Canfield, Bao Truong, Karin Stulz, Nancy Maas, Leslie Warren, Kat Klawes (ASNMU rep) and Jessica Ulrich (AIS student worker).

Absent: Matt Frank, Rebecca Ulland, and Vic Holliday.

I. Call to Order: L. Warren called the meeting to order at 4pm. All committee members were welcomed and then introduced themselves.

II. Election of AISAC Committee chair: Robert Belton was unanimously elected for the 2013-2014 year. (Motion: Maas/2nd, Klawes).

III. College of Academic Information Services (AIS): L Warren.

1. L. Warren distributed a chart that outlined the departments in the College, and organization of faculty and staff. There are five departments within AIS: 1). Instructional Design, which includes the Center for Teaching and Learning (CTL) 2). Archives 3). Olsen Library 4). Helpdesk and 5). Beaumier Heritage Center. AIS is a college, but has no formal academic programs. Leslie described each department, its overall function and roles of faculty and staff.
2. The Center for Teaching and Learning Initiative was developed last year and is receiving significant administrative support. Jill Leonard is currently serving as the CTL Scholar. The CTL has hosted several professional development opportunities focused on the improvement of teaching and learning at NMU. They are hosting Carl Gude from Michigan State University this Friday, October 31,, 2014.
3. The CTL has implemented a tutorial that presents strategies for taking an online class. It will be a requirement for all students taking online classes at NMU. The tutorial was placed online this week. An announcement will be sent to all NMU students and a message from Dr. Kapla will go out to all faculty. Faculty will receive a link to the tutorial for review and use.
4. The Beaumier Heritage Center is located in the Cohodas Building. The center’s current exhibit is a grant funded project that showcases the Hiawatha Music festival held yearly in Marquette. It is designed to be a traveling exhibit for the U.P.

IV. Olson Library update: M. Burgmeier.

1. Fit desks are now available at the library. These were purchased through grant funding by the HPER department. The desks are attached to a stationary bike and designed for mild-moderate exercise while working/studying. Three Fit Desks are currently available. Students will be surveyed on satisfaction and use of the desks.
2. The Library website is being considered for re-design.
3. K. Klawes reported that ASNMU purchased two ultraviolet lamps based on research emphasizing the number of people residing in the U.P. who have seasonal affective disorder or Vitamin D deficiency. There is one light available on each floor of the library. Recommendation is for 5 minutes/week.

VI. Helpdesk update: L. Warren

1. The Helpdesk staff is working on improvement of line and flow management. They are discussing a possible pre-check-in to the Helpdesk in which visitors will be classified as needing Micro-Repair or short vs. lengthy Helpdesk services.

VII. Archives update: L. Warren

1. Sara Kiszka was recently hired as a records management assistant. The Archives house documents from both NMU and the Central U.P. Sara is in the process of developing a records survey. The survey will be sent to all Departments asking types and numbers of records that require long-term storage.

VIII. AIS future directions

1. AIS is currently considered a top priority for capital funding at NMU this year. State funding is being sought for a possible complete renovation of the LRC. Leslie reported that a planning committee from numerous departments is beginning to explore options for renovation.
2. AIS is seeking input from AISAC on future directions and initiatives for the college. What should be kept vs. phased out? What new activities or offerings may be beneficial to both faculty and students? R. Belton determined that AISAC recommendations are within the mission of the committee. The committee discussed having Douglas Black speak at a meeting regarding how library collections are developed, maintained or downsized. Kat brought up the numerous collections of newspapers that are held at NMU and asked if they had been culled. The committee discussed how library item use is tracked. When visitors are done using a resource, it is scanned with usage data gathered. Visitors should be reminded to leave out library resources after use as this would assist in determining the amount of usage in various collections.
3. K. Klawes asked if the committee could determine when National Library Month was and suggested that informational ‘fun facts’ be posted throughout the library at this time.
4. Another new initiative for AIS is to continue in the development of a multimedia approach to resources for educational use. An example given was support in making video clips for course presentations. Other new innovations discussed were 3D printers and use of larger screens and equipment for large group presentations.
5. L. Warren reported that the new Jamrich building has the technology to attach laptops to screens with HDMI cables for group presentations. Jamrich is now considered NMU’s public area and is open until 2am. Students can reserve rooms in Jamrich for late night club meetings

IX. Next AISAC meeting: Wednesday, December 3, 2014 at 4-5pm. Location: LRC Room 202.

X. The meeting was adjourned at 5:10pm by R. Belton.

Respectfully submitted, Nancy Maas