**Academic Information Services Advisory Committee**

**Meeting minutes**

**Wednesday, September 18, 2013**

Present: Mollie Freier, Marsha Lucas, Judy Puncochar, Rebecca Ulland, Nancy Maas, Matt Frank, Bao Truong, and Leslie Warren.

Excused: Vic Holliday and Robert Gordon.

I. Meeting called to order: 4:04pm

II. Approval of agenda (Marsha/Judy)

Unanimous approval with additions, in red on attached agenda.

III. Introductions

Mollie introduced Leslie Warren, the new Dean of Academic Information Services. Dr. Warren gave a brief overview of her decision to take the Dean of AIS position at NMU.

All committee members present were introduced with various departmental and university activities described.

IV. Old Business: Quality Matters Update

Leslie reported that the Quality Matters Program for evaluation of online courses has been purchased by NMU. Matt Smock and Leslie Warren are our institutional representatives. This is a proprietary rubric so we will not be able to access it via the NMU website. IDT will be offering a basic training this term. Faculty can check the IDT website to find out times/dates of training and sign up. Judy reported that three faculty from the Department of Education, Leadership and Public Service have taken the training, and could be available to assist in training other faculty on use. Judy distributed an informational pamphlet on Quality Matters to AISAC members. Criminal Justice, Nursing, and Education, Leadership and Public Service Departments have been selected to trial the system.

V. New Business: CTL Scholar Proposal

Mollie and Leslie reported on the development of a Center for Teaching and Learning (CTL) at NMU. The CTL will be an expansion of the existing Center for Instructional Technology in Education (CITE). In addition, a position of NMU Teaching and Learning Scholar is being established. A draft description of the Center and the job description for the NMU Teaching and Learning Scholar was distributed to the committee. In summary, the CTL functions will include working with faculty to promote best practices, retention, assessment and evaluation, new faculty development, active learning, multicultural teaching, and the scholarship of teaching and learning. A search committee for the Teaching and Learning Scholar will be selected from academic deans and faculty from the TLAC. Appointment to this position will tentatively be effective for winter 2014 semester.

Committee discussion followed and included the following:

* The need for a CTL and Scholar was identified by the College of Arts and Sciences.
* A goal in the development of the CTL is to assure that faculty are comfortable with active learning as a teaching methodology.
* NMU needs verification of how administration communicates teaching expectations to faculty per Higher Learning Commission standards.
* Planning is in progress to determine where the CTL will be located and what types of support services will be needed. The need for the CTL to reflect NMU’s interest in high quality teaching in relation to space requirements, architectural design and décor was discussed.
* Leslie reported that the CITE is in the process of hiring another instructional technologist.
* Nancy asked about the possibility of expanded hours for the CITE. Leslie report this is being considered with the hiring of the new instructional technologist.
* Judy stated the position of Teaching and Learning Scholar would be valuable as a source of teaching enrichment opportunities for new and established faculty.

VI. Good of the Order

Update on Digital Commons: Mollie reported that minor corrections are being completed, but the site is in general ready for use. She will arrange for someone from the Digital Commons work group to give a status update to AISAC. Mollie suggested contacting your departmental library liaison for assistance in loading materials onto the site.

T & P submissions were briefly discussed. The current system of submitting Tenure and Promotion documents is out-of-date. Discussed electronic submissions or the development of online professional portfolios.

Nursing technology needs and timing of laptop distribution for faculty were not discussed.

Judy reminded the committee of the United Conference scheduled for Sept 23-26, 2013, and encouraged all to attend.

VII. Meeting adjourned (Judy): 4:55pm

Respectfully submitted,

Nancy Maas, AISAC secretary Fall 2013

**AISAC Meeting Agenda**

*Date: Wednesday, September 18, 2013*

*Time: 4:00 PM*

*Location: LRC 202*

1. Call to order
2. Approve agenda
3. Introductions
   1. Dean Leslie Warren
   2. AISAC Committee members
4. Old business
   1. Quality Matters update
5. New business
   1. CTL Scholar proposal
6. Good of the order

* School of Nursing technological needs (Judy)
* Timing of laptop distribution (Nancy)
* T & P submissions (Matt)
* Digital Commons status (Bao)

1. Adjourn