RE: Academic Information Services Advisory Committee (AISAC) Meeting in LRC 202

DATE: November 7, 2012

MEMBER ATTENDANCE:

PRESENT: Matthew Frank, Mollie Freier, Marsha Lucas, Nancy Maas, Kenneth Mullins, Judith Puncochar, Bao Truong

ABSENT: Vic Holliday, Neil Russell, Darlene Walch (excused)

GUESTS: Krista Clumpner

QUORUM: Yes (7 of 9)

CALL TO ORDER: 4:05 A.M. ADJOURNED: 4:38 P.M.

I. Call to Order by Chair Mollie Freier at 4:05 P.M.

II. Agenda
   a. Motion to approve, Marsha; second, Matt; Carried

III. Minutes from October 10, 2012 meeting
   a. Motion to postpone discussion, Kenny; second, Judy; Carried

IV. Old business
   a. Digital Commons update (Krista Clumpner) – Krista is cleaning up files to import into Digital Commons for the Celebration of Scholarship. She recommends that faculty members create a personal data page with a current vita. The goal is to have Digital Commons ready for winter 2013, so faculty members can upload scholarship completed in 2013.
      b. Quality Matters update – Darlene is investigating getting Kenny, Judy, and Molly certified on Quality Matters.

V. New business
   a. Operating procedures (Nancy)
      i. AISAC approved the operational procedures
      ii. Removed the line that AISAC operational procedures require Senate approval.
   b. Dean’s Search update next time (Nancy)

VI. Good of the order

VII. Adjourn 4:38pm