**Academic Information Services Advisory Committee**

**Meeting minutes**

**Wednesday, January 29, 2014**

Present: Mollie Freier, Bao Truong, Matt Frank, Rebecca Ulland, Victor Holliday, Robert Belton, Leslie Warren, and Nancy Maas. Guest: Kevin McDonough

I. Meeting called to order: 4:01pm.

II. Approval of Agenda

* Motion: Robert/Rebecca
* Unanimous approval.

III. Approval of Minutes: The meeting minutes from November 20, 2013 were approved.

* Motion: Rebecca/Vic.
* Voting: 6 yes, 0 no and 1 abstention

IV. Digital Commons (Kevin McDonough)

* Digital Commons gives free access to peer reviewed literature. One advantage of Digital Commons is the provision of direct links to actual documents. Questions related to copywrite guidelines should be directed to our librarians.
* The site was reviewed with the committee. Major points:
  + Collections: this feature divides information into university departments/disciplines. Can search for specific faculty presentations, books, articles and reviews.
  + Selected Works page: This is a page for individual faculty information. Faculty can personalize their page and categorize works. They can also include works that were produced in other institutions by accessing BePress content ([www.works.bepress.com](http://www.works.bepress.com) )
  + A peer review component is built into the system. Faculty can upload works and receive peer commentary/review. May soon be able to upload books in digital format as well.
  + Ideas for other uses of Digital Commons: Discussion included uploading of student works with a mechanism for peer review, an area for Masters/Doctoral theses, digitalizing the NMU archives, incorporating NMU Press into Digital Commons, and an area for alumni works.
  + NMU can develop four University Journals using this platform, and then group specific works into the journals. Further discussion on the type and content of journals is needed.
  + Kevin encouraged the committee to email him with further questions: [kmcdonou@nmu.edu](mailto:kmcdonou@nmu.edu)

V. Adjuncts and laptops

* Leslie explained the laptop return policy for adjunct faculty. Problems with allowing adjunct faculty to keep their laptops over the summer relate to software licensure and guarantee of return if an adjunct’s contract is not renewed for the following term. Adjunct faculty are allowed to keep their laptops if they have been issued a contract for the Fall term prior to their contract expiring. Leslie will discuss the issue at a Deans and Department Heads meeting. Leslie also suggested contacting Gavin Leach and the TLC faculty representatives with questions/concerns as laptop distribution no longer falls under the auspices of AIS.

IV. Good of the order:

* The Center for Teaching and Learning will be holding an Open House on Friday, February 7, 2014, from 10am – 2pm. Location is LRC Room 128.
* There is a planned water shut off for all of the LRC scheduled for 1/30/14.

VII. Adjourn: The meeting was adjourned at 4:55pm.

* Motion: Matt

Respectfully submitted: Nancy Maas, Recording secretary AISAC.