

## **Academic Information Services Advisory Committee Meeting, LRC 202**

**Date:** February 6, 2013

**Present:** Mollie Freier, Matthew Frank, Kenneth Mullins, Nancy Maas, Bao Truong, Neil Russell, and Darlene Walch.

**Absent:** Judith Puncochar, Marsha Lucas and Vic Holliday

**Quorum:** Yes (6/9)

**I. Call to Order:** 4:03pm

**II. Agenda:** Approved (Motion: N. Russell/M. Frank).

**III. Minutes:** The meeting minutes from Dec. 5, 2012 are not available for review at this time. Approval tabled until next meeting.

### **IV: Old Business:**

a. Update on AIS Dean search:

- Nancy Maas reported that two candidates have been selected for campus interviews, Leslie Warren is scheduled for Feb 10-11, 2013, and Erik Nordberg is scheduled for Feb 17-18, 2013. AISAC members have been invited to meet with candidates on Monday 2/10 and 2/18 respectively. Each candidate's biography and vita are available on the NMU Academic Affairs website. The link to the Academic Affairs webpage is [www.nmu.edu/academicaffairs/](http://www.nmu.edu/academicaffairs/)
- A basic description of candidates was given by Nancy Maas.
- The job description of the Dean for AIS was explained by Darlene Walch.
- At present, 3-4 AISAC members are planning to attend each of the candidate interviews.

b. Quality Matters update:

- Darlene Walch reported that quality of online education has been selected as a University AQUIP project. The project committee chair is Derek Anderson. Assessment, review, and evaluation of quality in distance education offerings are components of the project, and will be completed via the Quality Matters Program discussed by AISAC in the fall. Matt Smock and Darlene Walch are the NMU institutional representatives. Volunteers from AISAC will complete the online training course for Quality Matters, which Darlene is in process of arranging. Plan is for 'train-the trainers', in which selected individuals will obtain the QM training, and will subsequently train members in their individual departments.

c. LibQual+ Survey:

- Mollie Freier is serving on the Library Strategic Directions Committee, which is in the process of developing the question set for the LibQual+ Survey. Goal of survey is to measure overall library satisfaction. The committee will be sent results from NMU respondents and from peer institutions for comparison. It will be available for all NMU students, faculty and staff from

March 11-March 30, 2013. Mollie asked all AISAC members to encourage participation in the survey. There also may be a possibility of publishing survey results in the future.

d. Operating procedures on AISAC website:

- Mollie Freier reported she has been in contact with Larry Pagel regarding the language update of AISAC operating procedures on the NMU Senate webpage. Old language remains on the site. Waiting for Andrea Jordan to reply, who may be able to assist in the update? Mollie will follow up.

**V. New Business**

a. Adjunct faculty laptop agreement:

- Mollie Freier reported on discussion at Bargaining Council regarding the use and return of NMU laptops by adjunct faculty. The NMU policy, Notebook Computers for Adjuncts, was reviewed and discussed. Adjunct faculty may pick up laptops two weeks prior to the beginning of the term in which they are teaching. If there is a contract in place for the following term, faculty may keep their laptop over the semester break. If there is no contract, laptops are to be returned on the day final grades are due. Email will continue for another 30 days in expired status. After this period, the faculty account is disabled.
- The Committee recommends that the policy and due dates be discussed at a Dean and Department Heads meeting to increase awareness of the policy when hiring adjunct faculty.
- Darlene Walch will present the recommendation at a Deans and Department Heads Meeting.
- Mollie Freier will draft a statement to the Bargaining Council regarding our discussion and recommendation.
- Darlene Walch suggested faculty make use of grading in Educat because in the event of a grade appeal in an adjunct faculty's course, a record of all course grades is preserved when Educat courses are archived each semester.

**IV. Good of the Order:**

- Ken Mullins reported that he is unable to attend the AIS Dean Search meetings.

**Meeting Adjourned:** 4:50pm.

Respectfully submitted,  
Nancy Maas, recording secretary  
AISAC, Winter 2013