

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