

**RE:** Minutes of the Academic Information Services Advisory Committee ([AISAC](#)) Meeting in 202 LRC

**DATE:** April 19, 2012

**MEMBER ATTENDANCE:**

**PRESENT:** Matthew Frank, Mollie Freier, Marsha Lucas, Nancy Maas, Judith Puncochar, Neil Russell, Maya Sen, Bao Truong, Darlene Walsh

**ABSENT:** Kenneth Mullins (unexcused)

**GUESTS:** none

**QUORUM:** Yes (8 of 9)

**CALL TO ORDER:** \_\_\_\_ A.M.

**ADJOURNED:** 10:00 A.M.

- I. Welcome by AISAC Chair, Marsha Lucas
- II. Approve agenda
- III. Approve AISAC minutes of March 15, 2012
  - a. Motion to approve as amended, Maya; second, Molly; Carried
- IV. Unfinished Business
  - a. AISAC input on software acquisition (e.g., SPSS Advanced Statistics), Maya
    - i. NMU currently uses a software survey to inventory software in use and requested. The survey focuses on student/classroom needs.
    - ii. A different process is needed to determine faculty software acquisitions since Academic Computing Services (ACS) no longer exists and the previous position of Director of ACS determined faculty software acquisitions. Eventually, faculty will be able to look up a list of available software and make software requests, but not all requests are approved.
    - iii. Multiple ways of licensing software exist, but licensing is easier when licenses are concurrent. Dreamweaver is not a concurrent license.
  - b. Letter to Alec Lindsay
    - i. Douglas Black responded to Alec.
    - ii. AISAC Chair will tell Alec that we discussed the issues.
  - c. Recommendation to Senate
    - i. AISAC Chair will read the AISAC recommendation during the Good of the Order at the next Senate meeting.
- V. New Business
  - a. For AISAC consideration next year
    - i. CITE/EduCat emails during July 2011 from David Donovan, Carol Steinhaus, and Richard Eathorne.

1. Discussions should use the Share Site where everyone has access to the information. Not all faculty members are on the AAUP listserv.
  2. Different models exist for faculty support of building courses (e.g., full service support to build an instructor's course, an instructor develops a course alone, or the instructor has some support for building the courses, which is the model NMU uses).
  3. Instructional Design and Technology (IDT) has staff during the time classes are in session. Call the IDT telephone number for help with exam issues. The IDT is available at 7:30am.
- ii. The services faculty expect from the CITE vs. services the CITE actually provides.
- b. Update on AIS proposal to adopt Digital Commons, Darlene
- i. The proposal is to adopt Digital Commons and Selected Works products from bepress (The Berkeley Electronic Press) as a means to display and manage NMU's scholarly activities. Digital Commons as an institutional repository platform would enable a collection of scholarly works produced by members of the NMU community to replace NMU's current "Scholarly Works Resource Site".
  - ii. Digital Commons is a public and private repository for locally created works. The public side would allow faculty and student work to be widely shared when a publishing option is selected. The private side would allow faculty and students to post work privately.
  - iii. Benefits:
    1. Enables full-text citations access for faculty scholarly works
    2. Provides external visibility and internal workflow management
      - a. Allows accessibility of faculty and students' published articles (citation or full text depending on copyright), conference and workshop papers and proceedings, student theses, capstone papers, and honors projects.
      - b. Thesis drafts for readers' comments would be private and completed theses could go public with permission and approval.
    3. Makes available journal publishing (books, journals, anthologies)
    4. Helps NMU and faculty manage individual and departmental publications and scholarship webpages, including faculty CVs
    5. Provides a storage area of research data (e.g., when required by grants).
    6. Conference visibility (Sonderegger, UNITED, Beaumier Speakers, etc.)
    7. NMU would own the data inserted in Digital Commons
    8. NMU would have Back-up files
  - iv. Concerns:
    1. Peer-review discussion
    2. Would Digital Commons increase pressure on faculty to put materials online?

3. Faculty need to be in charge of what information goes into Digital Commons.
  - a. Individual logons to the faculty

c. AISAC Membership 2012-2013

Academic Information Services Advisory Committee (AIS-1, A&S-5, BUS-1, PS-2)

Term(#) Start-Expires	Last Name	First Name	Chair	Rank	College	Department
F2012-W2015 (2)	Truong	Bao		Assistant	A&S	Math/CS
F2012-W2015 (2)	Frank	Matthew		Assistant	A&S	English
F2012-W2015 (2)	Puncochar	Judith	<b>Secretary</b>	Associate	PS	Education
F2010-W2013	Mullins	Kenneth		Instructor	BUS	Business
F2010-W2013	Freier	Mollie		Associate	AIS	AIS
F2010-W2013	Maas	Nancy		Assistant	PS	Nursing
F2011-W2014 (2)	Russell	Neil		Professor	A&S	Physics
F2011-W2014 (2)	Sen	Maya	<b>Chair</b>	Associate	A&S	Psychology
F2011-W2014 (2)	Lucas	Marsha		Assistant	A&S	Chemistry

d. Elect Chair and Secretary for 2012-2013

- a. Maya Sen, Chair
- b. Judy Puncochar, Secretary

VI. Adjourned at 10:00 A.M.

Respectfully submitted,

Judy Puncochar, AISAC Secretary 2011-2013