

RE: Academic Information Services Advisory Committee ([AISAC](#)) Meeting in 327 Gries

DATE: September 6, 2012

MEMBER ATTENDANCE:

PRESENT: Matthew Frank, Marsha Lucas, Nancy Maas, Kenneth Mullins, Judith Puncochar, Neil Russell, Maya Sen, Bao Truong, Darlene Walsh

ABSENT: Mollie Freier (excused)

GUESTS: None

QUORUM: Yes (8 of 9)

CALL TO ORDER: 4:04 P.M.

ADJOURNED: 5:00 P.M.

- I. Call to Order by Chair Maya Sen at 4:04 P.M.
- II. Agenda
 - a. Approved by consensus
- III. Minutes of April 19, 2012
 - a. Moved to approve the revised minutes, Marsha; seconded, Matthew; Motion carried
- IV. Old business
 - a. Recap of AISAC "mission"
 - i. AIS Website redirects to the Computing Help Desk now.
 - ii. Beaumier Heritage Center (has objects) is under AIS, similar to the Archives, which has documents. Dan Truckey now reports to Darlene.
 - iii. IDT is the umbrella of two separate functions (instructional media services and CITE) under the direction of Matt Smock
 - iv. CITE helps with course design and supports a range of technologies, such as MERLOT and the EduCause initiative. CITE services help to make online learning and face-to-face learning better. Services include instructional design, design of learning objectives, and instructional strategies for instructors (e.g., answers to questions on lecture capture).
 - b. EduCat/CITE
 - i. What support services do faculty need? This item came from a discussion on AAUP listserv. Do not take action on this item at this time.
 - ii. Now, lockdown browser is giving some problems to people who have older images. The new image of lockdown browser is working well. Uninstall old browser and install new browser solves the problem. Practice ungraded quiz is recommended before students take the real quiz (e.g., send an email to students with instructions to upload new lockdown browser software and take the practice quiz before the first test). Two large classes next door to each other identified this problem.
 - iii. Encourage faculty to use the Share Drive with concerns, but who reads the share@nmu.edu?

- iv. Faculty should focus complaints to people directly (e.g., AISAC focused page with links)
- v. Version II EduCat has had minimal complaints. Tom Gillespie has conducted several wonderful training workshops.
- vi. Academic Calendar is enforced and is in place for a reason.
- vii. Rosters are loaded on Friday afternoon. The behind-the-scenes schedule is tight.

V. New business

- a. Fall 2012 meeting schedule - Oct 3, Nov 7, Dec 5 at 4-5 in 327 Gries Hall
- b. Set Fall 2012 goals
- c. Darlene is leaving in April.
 - i. AISAC member be on the search committee
 - ii. Darlene's wrap-up priorities include working with policies and procedures in AIS and working with Sandi Poindexter and Terry Seethoff with the Online Change Application (precipitated by doctorate program in nursing)
 - iii. NMU now offers more than 5% of curriculum via distance education.

VI. Good of the order

VII. Adjourn at 5:00 P.M.