

AISAC Draft MINUTES

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

DATE: October 21, 2011

MEMBER ATTENDANCE:

PRESENT: Molly Freier, Marsha Lucas, Nancy Maas, Kenneth Mullins, Judith Puncochar, Neil Russell, Maya Sen, Bao Truong, Darlene Walsh (ex officio)

ABSENT: Matthew Frank (excused)

GUESTS:

QUORUM: Yes (8 of 9)

CALL TO ORDER: 2:01 P.M.

ADJOURNED: 2:55 P.M.

- I. Call to Order
 - a. Welcome
 - b. Introductions
- II. Approval of Agenda
 - a. **MOTION** approved by **Consensus**
- III. Approval of Minutes of January 21, 2011
 - a. **MOTION** to approve minutes 1-21-11: Neil; seconded, Molly; **Motion Carried**
- IV. Approval of Minutes of September 9, 2011, postponed
- V. Report from the Chair
 - a. Invited to tour the archives
 - b. Discussed meeting dates and schedule for semester
 - c. <https://share.nmu.edu/moodle/>
- VI. New Business
 - a. Academic has approved the AISAC Membership Roster for 2011-2012
 - b. Presentation AIS: Darlene Walsh
 1. 2011 Update and Staffing Priorities (history, staffing, and reallocations)
 - (1) PowerPoint presentation is on the EPC website
 - (2) If units have a mission an AQIP assessment report should be generated.
 - c. ETRPC Update: Darlene Walsh
 1. Small meetings, all departments can have a representative
 2. Meetings cover a variety of topics (e.g., EduCat testing issues)
 3. Question raised regarding overlap with AISAC (technology mode) and ETRPC

- d. Molly mentioned the Library has an informal code of conduct
 - e. Update AISAC website (Sen volunteered)
 - f. Advisory capacity for software? Maya Sen
 - g. Define AISAC purpose (Sen)
 - h. Decide on a meeting time and schedule.
- VII. Old Business
- a. None
- VIII. Informational Items
- a. Share Drive access for AISAC documents obtained September 11, 2011
<https://share.nmu.edu/moodle>
 - b. Chris Lewis is the Share Drive support person
 - c. Next AISAC meeting is November 11, 2011
- IX. Good of the Order
- X. Adjourn 3:00 P.M.