

AISAC Draft MINUTES

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

DATE: September 9, 2011

MEMBER ATTENDANCE:

PRESENT: Molly Freier; Marsha Lucas; Nancy Maas; Judith Puncochar; Neil Russell; Maya Sen; Bao Truong.

ABSENT: Excused Darlene Walsh, ex-officio

GUESTS: None

QUORUM: Yes (7 of 7)

CALL TO ORDER: 1:00 P.M.

ADJOURNED: 1:55 P.M.

- I. Call to Order
 - a. Welcome
 - b. Introductions

- II. Approval of Agenda Molly, Neil

MOTION to approve agenda: Freier; seconded, Russell; **Motion Carried**

- III. Approval of Minutes
 - a. Postponed to next meeting

- IV. Report from 2010-2011 AISAC Chair, Bruce Sarjeant
 - a. We reviewed the end of the year report for AISAC submitted to the Executive Committee of Academic Senate on April 8, 2011 by former chair Bruce Sarjeant.

- V. New Business
 - a. Choose a chair and recording secretary.

MOTION to appoint Lucas as chair: Russell; seconded, Sen; **Motion Carried**

MOTION to appoint Puncochar as secretary: Maas; seconded, Freier; **Motion Carried**

 - b. Decide on a meeting time and schedule (roster to Judy).
 1. AISAC 2010-2011 Roster given to Puncochar to update
 - (1) Nancy Maas is Nursing
 - (2) Neil Russell is Professor
 - (3) Marsha Lucas is Assistant Professor

2. Members will send their schedules to Marsha. She will find a time convenient for all to meet as soon as new members are chosen and approved by Academic Senate.
- c. Determine AISAC work goals for Fall Semester 2011
1. Chair Marsha Lucas reviewed an email correspondence dated Jan 2011 from David Boe (Academic Senate chair) to Bruce Sarjeant in response to a request from Bruce to the AS chair asking the Senate “what AISAC might be tasked with.” The response from Dr. Boe, after consulting EXSEN, was to review/examine the Operating Procedures for AISAC and revise or update. (The updated Operating Procedures were sent to the Senate for approval on April 8, 2011 with the yearend report.) The other suggestion was for us to consult AISAC meeting minutes from previous years to see what sort of things AISAC has worked on in the past.
 2. The mission statement for AISAC is:

Academic Information Services Advisory Committee

Mission

The Academic Information Services Advisory Committee (AISAC) is charged by the Academic Senate to “make recommendations regarding collections, policies and services of AIS; to support and foster faculty and student research, especially the use of resources in the library, archives, and academic computing.” Academic Information Services consists of the following units and functions:

[Lydia Olson Library](#)
[Academic Computing Services \(ACS\)](#)
[Instructional Design and Technology \(IDT\)](#)
[Central Upper Peninsula and Northern Michigan University Archives](#)

AISAC acts in a liaison capacity to represent the faculty by making recommendations to the Academic Senate. The Committee is particularly interested in questions, suggestions or concerns you may have regarding the information, resources, instructional and interpretative consulting services provided by AIS to support the teaching, research and outreach missions of you, your department, and the university. To that end, AISAC encourages faculty to contact current members with any issues that might be addressed. We thank you!

3. Marsha will contact Marcus Robyns to ask if he can find the original charge for AISAC so we can best determine how to proceed.
4. Discussion of AISAC more recent projects:
 - (1) Developed and ran a campus survey (faculty and staff) to ask about library usage and improvements
 - (2) A survey was done to determine Faculty willingness to contribute to an Institutional Repository of Scholarly Works and the need for promotion of scholarly works rather than a listing of scholarly works.
5. Other possibilities for AISAC involvement projects
 - (1) AISAC has discussed (Jan 21, 2011 minutes) the possibility of monitoring developments in AIS (e.g., selection of Content Managing System) after the ruckus following the announcement of withdrawing books and selling them to Book World. Neil Russell had asked, back in

Jan 2011, if a web page could be set up for each dept. so they can review selections destined to be 'weeded' from the library, prior to their disappearance. Also included in the discussion was AISAC involvement in the monitoring of library "serials realignment" of journal databases.

- (2) Survey students and faculty to see what they need or would like on their laptops so we can possibly advise on selection for next round of computers as to what to add to laptops. Maya would like to work on this and we could possibly involve Matt Smock. IDTM has descriptions on what is available.
- (3) If surveys and survey data are available from Educational Technology Resources & Policy Committee (ETRPC), Academic Information Services (AIS), and Teaching & Learning Advisory Council (TLAC), should AISAC review these surveys and data?
- (4) Is a review of Scholarly Resource Assessment (SRA) and assessment of faculty research needs within the AISAC mission?
- (5) New faculty and teaching assistants are in need of instruction on informational technology. An example of such a program is run at the University of Minnesota and can be reviewed at <http://www1.umn.edu/ohr/teachlearn/faculty/index.html>). Is this model something that is within the AISAC mission?
- (6) Is involvement with EduCat course problems within the AISAC mission? CITE runs these problem solving efforts, so AISAC efforts may be a duplication of effort.

VI. Old Business

- a. Approval date needed for approved changes to Operating Procedures by Academic Senate

VII. Informational Items

- a. Next AISAC meeting is TBA (October 21, 2011, room 202 LRC)
- b. Judy Puncochar will contact Cindy Paavola to update AISAC website.
- c. Judy will obtain Share Drive access for AISAC to post notices and documents

VIII. Good of the Order

- a. Freier: Molly announced that the Library now has a Microfilm collection of Early English Books (1500-1760).

IX. Adjourn: 1:55 p.m.

Addendum: The original mandate for the creation of AISAC by the Academic Senate

ACADEMIC INFORMATION SERVICES

Mission: The mission of Academic Information Services is to provide information, resources, access to educational technology services and equipment, instructional and interpretative consulting services to support the teaching, learning, research, and outreach missions of the university.

Programs and services:

Clients ()

1. Select, acquire, and organize and provide access to information resources in all formats. (Students, faculty, staff and area users.) (SFSAU)
2. Selecting equipment and software, establishing access and provide consultative services in public computer laboratories. (SSF)
3. Interpret resources and provide consulting services to clients. (SFSAU)
4. Instruct clients in the use of resources, equipment, software and access strategies. (SFSAU)
5. Provide comfortable learning environment for clients. (SFSAU)
6. Provide consultative, professional advice on planning for electronic communication network equipment and protocols, computing systems, and telecommunications. (SFSAU)
7. Collect, organize and encourage use of historical materials relating to the Central Upper Peninsula and university. (SFSAU)
8. Promote efficient records management practices for official university records. (UA)
9. Promote regional continuing education opportunities in library, archival and information services. (SFSAU)
10. Promote regional cooperation among information providers in the Upper Peninsula. (SFSAU)
11. Administrate university's information programs. (AU)
12. Create and produce information packages for educational use. (SFSAU)
13. Select, acquire, maintain and deliver audio visual equipment and software to university classrooms. (SSF)