**To: Executive Committee of Academic Senate**

**From: Academic Information Services Advisory Committee (AISAC)**

**Date: 12 April 2013**

**Re: 2012-2013 Annual Report to the Academic Senate**

AISAC heard reports about a number of issues this year, including the search for a Dean of AIS to replace the retiring Darlene Walch and the reconfiguration of the committee to conform to the new AAUP Master Agreement, NMU’s Application for Substantive Change, Digital Commons, Quality Matters, and LibQUAL+.

Committee Composition

After our first meeting of the year, then-Chair Maya Sen informed us that she would no longer be able to continue on this Academic Senate committee, because she is NMUFA faculty, and the new AAUP Master Agreement requires that Academic Senate committees be staffed by only AAUP members. After a brief scramble, Mollie Freier volunteered to chair the committee, and Nancy Maas was appointed to the Search Committee for the AIS Dean as an AISAC representative. Maya Sen was still able to serve on the Search Committee as NMUFA representative. Vic Holliday was appointed to replace Maya Sen as a committee member.

We were again unable to find an ASNMU representative for this committee, due in part to the disarray of the student organization.

HLC Application for Substantive Change

Much of our discussion this year focused on the requirements for our Distance Education Substantive Change Application, asking the Higher Learning Commission to increase the proportion of courses that we are allowed to offer via distance education, including online. Currently, we are accredited for only 5% of our course offerings to be offered through distance education, but the advent of the DNP in Nursing will increase our distance education offerings beyond that point. The committee heard about the progress of this application throughout the year.

Quality Matters

Quality Matters is a rubric for assessing online courses. In the course of the year, NMU subscribed to this nationally-normed program because of our increase in online course offerings. Three committee members, Kenny Mullins, Judy Puncochar, and Mollie Freier, volunteered to complete the training in this program, training that will certify them to evaluate online courses. By February, the subscription to Quality Matters had been purchased, and the three volunteers plan to work on their certification this summer. This activity will strengthen our Application for Substantive Change.

Digital Commons

The committee also heard reports from Krista Clumpner on the progress of the university’s implementation of Digital Commons, a product which will allow NMU to publish materials of its own, and will also, through the ScholarWorks pages, allow faculty to post a vita with links to publications or (when the faculty member owns the appropriate rights) the full text of their publications. Krista explained that they were in the process of importing all the materials from NMU’s Scholarly Works Database into Digital Commons, and had (not surprisingly), run into a few obstacles to a clean import. However, these problems are being worked out.

LibQUAL+

The committee also heard updates on the Olson Library’s use of the LibQUAL+ library satisfaction survey, which was conducted in late March. This survey is a standardized survey, operated by the Association of Research Libraries, and will give Olson Library a report on user satisfaction with the library, as well as comparative data from similar institutions.

Updated Procedures and Web Site

We updated our Procedures last year, but the new version had yet to be posted on the AISAC web site. The web site had not been updated since 2010, and Sandi Poindexter sent an e-mail to all Academic Senate committee chairs asking them to update their sites, since the availability of complete and up-to-date information is important to our accreditation. Mollie Freier received training in the content management system and updated our site.

Dean Search

The committee heard reports from Nancy Maas about the Dean Search, and those members who were able met with the two candidates at the times scheduled. The new dean, Leslie Warren, will start on May 13, 2013.

Adjuncts and Laptops

Because of a discussion on the AAUP Bargaining Council list, Mollie Freier requested a clarification on the rules governing adjuncts’ ability to retain their NMU laptops between semesters. Essentially, if an adjunct has a processed contract for the following semester by the end of the semester, the adjunct is considered an employee of NMU and may retain the laptop. However, without a processed contract for the following semester, the adjunct will not be considered an employee of NMU and must return the laptop at the end of the semester. Dean Walch agreed to remind department chairs of the need to get contracts processed for those adjuncts who will be employed by NMU for the next semester. Contracts must have been processed by Human Resources by the end of the semester.

Clickers

Matt Smock and Tom Gillespie made a presentation on the two types of “student response technology” (a.k.a. “clickers”) being considered for university-wide use. Matt and Tom explained that one of these products would be selected, and they solicited feedback from AISAC members.

Meeting Schedule

AISAC meets approximately once a month, usually for one hour. At the end of this year we will have met seven times and conducted some business via email. Our last meeting for this academic year will be held on April 23, 2013.

*Respectfully submitted,*

Mary P. (Mollie) Freier, Chair
Members: Marsha Lucas, Neil Russell, Bao Q. Truong, Nancy Maas, Judith Puncochar, Matthew Frank, Kenneth Mullins, Vic Holliday, and Darlene Walch (*ex officio*)