**To: Executive Committee of Academic Senate**

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

**Date: October 7, 2015**

**Re: 2014-2015 Annual Report to the Academic Senate**

The AISAC began the 2014-2015 academic year without a designated chair or an established monthly meeting time. During the 2014-2015 academic year, the AISAC accomplished the following:

1. Established a set meeting time for AISAC. All meetings are scheduled for the first Wednesday of the month at noon. Currently, the meetings are held in the LRC room 202.
2. Elected Robert Belton (Biology) as the chair of the committee.
3. Received a report from the AIS Deans Advisory meeting held December 4, 2014. This report provided a synopsis of the specific job responsibilities by faculty within AIS. This information was collected to help AISAC determine how it may better function in its advisory capacity.
4. Began a review of the existing AISAC.
5. Reached consensus on the need to review and update the AISAC Mission Statement and the Operating Procedures.
6. Worked with Dr. Leslie Warren to identify priorities for the AISAC.

*Respectfully submitted,*

Robert Belton, Chair
Members: Mike Burgmeier, Brandon Canfield, Vic Holliday, Steven Hughes, Nancy Maas, Karin Stulz, Mary Stunkard, Glenn Wrate, and Leslie Warren (*ex officio*)