

**Library and Instructional Support Advisory Committee
(LISAC) Annual Report School Year 2020-2021**

submitted to the Academic Senate on 4/17/2021

Members of LISAC	Jaime Crabb (Chair), Sandra Burr, Patricia Killelea (Secretary), Jim Marquadson, Trent Batchelor (left the university) Seth Figler (NMU-FA member), Vince Jeevar, Jason Schneider, Janet Labron, Administrator: Dean Warren ASNMU student rep: Sammi Metcalf Joining the committee next year: Marcus Robyns and Mark Shevy
Dates of Committee Meetings (Total: 8)	August 28, 2020 September 18, 2020 October 16, 2020 November 6, 2020 February 19, 2021 March 12, 2021 April 9, 2021 Upcoming April 23, 2021

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Main Actions/Recommen dations	<ol style="list-style-type: none">1. Budget Cuts to LIS (includes Archives, CTL, Library, and Beaumier Heritage Center) in the amount of 25% of the overall budget (~\$250,000) which will impact acquisitions. (See LISAC recommendations). Acquisition Budget has been shared amongst the Academic Senate. This raised concerns about the university's ability to support PhD programs. Of note: Dean Warren was using one-time money to supplement the budget loss, this is only a temporary bandaid to the budget cut.2. More promotion of InterLibrary Loan (ILL), Rapid ILL, and MelCat used to get materials for patrons.3. Delayed hosting of the traveling exhibit about Americans during the Holocaust until 2022 with Pandemic. Continue to hope that this will still be able to travel to NMU.4. Beaumier UP Heritage Center (in partnership with Peter White Public Library and Marquette Historical Society) involved in collecting stories and artifacts of living in the pandemic.5. Renovations of the library are in a hold pattern, but have done some relocation of materials to make it more conducive to social distancing. Note: LRC 311 was updated with better electricity access and a new ceiling.6. A lot of time and resources within LIS related to safety and continued use of materials available. Discussion of areas in which the library could expand services, we were able to work toward the VR equipment which reopened April 3, 2021.7. Working to increase support of faculty and student works within the library. If you are interested in this, please contact Dean Warren.8. Discussion of positions changes and hiring replacements.9. Discussion of Ally instrument on EduCat: to increase availability of teaching resources that facilitate alternative ways to view uploaded materials10. Dean Warren has started to identify student groups across campus that can contribute to the library collection (so far, Latino Student Union, LGBT student group, Native American student group, Black Student Union, Women to Women student organization, Phi Kappa Gamma English club). If you know of any group that would be interested in this, please contact Dean Warren.11. Congratulations to Marcus Robyns on his \$100,000 grant for archives and good luck on your Digitization projects.12. Studio 102-CTL's option for faculty that would like to use a light board/recording suite to prepare lecture or class materials. Reservations are made on CTL's site. Link: https://www.nmu.edu/ctl/studio-10213. "Got Robots" CTL is starting to work on segway robots within the university. Interested in finding out more, call Matt Smock in the CTL.14. Looking to start 3-D printing in the library.15. The Beaumier U.P. Heritage Center continues to create materials that support the relationship between NMU and the Upper Peninsula with emphasis on reciprocal influence.16. Received presentation on Trends in Academic Libraries, we would like to focus on the four areas that Dean Warren identified: Finding Open Educational Resources (OERs) and
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	<p>Open Access Resources, Data Management, Scholarly Communication, and Measuring Research Impact. Plan for further exploration in these areas in the next year.</p>																																																						
<p>Recommendations</p>	<ol style="list-style-type: none"> 1. LISAC recommends that there be an annual date set for each department to review Collections use to be fiscally responsible. LISAC is willing to assist with the process but would like a timeline projection. 2. Create an initiative for mental health, wellness, and self-care. 3. Review fines and fees for LIS services. 																																																						
<p>Succession Leadership for committee</p>	<p>Jason Schneider will be taking over the reigns as Chair for this committee in the 2021-2022 school year. Secretary will be Patricia Killelea for the 2020-2021 school year. New members joining this committee for the 2021-2022 school year will be: Marcus Robyns and Mark Shevy. Note that Seth Figler was reappointed, thank you. Official roster below:</p> <table border="1" data-bbox="467 779 1325 1283"> <thead> <tr> <th>Term(#) Start-Expires</th> <th>Last Name</th> <th>First Name</th> <th>Rank</th> <th>College</th> <th>Department/ School</th> </tr> </thead> <tbody> <tr> <td>F2018-W2024 (2)</td> <td>Figler</td> <td>Seth</td> <td>Instructor</td> <td>TOS</td> <td>Automotive Services</td> </tr> <tr> <td>F2019 - W2022</td> <td>Marquardson</td> <td>Jim</td> <td>Assistant</td> <td>BUS</td> <td>Business</td> </tr> <tr> <td>F2019-W2022 (2)</td> <td>Crabb</td> <td>Jaime</td> <td>Instructor</td> <td>HS&PS</td> <td>Nursing</td> </tr> <tr> <td>F2019-W2022</td> <td>Killelea</td> <td>Patricia</td> <td>Assistant</td> <td>A&S</td> <td>English</td> </tr> <tr> <td>F2020-W2023</td> <td>Schneider **</td> <td>Jason</td> <td>Assistant</td> <td>A&S</td> <td>Art and Design</td> </tr> <tr> <td>F2020-W2023</td> <td>Labron</td> <td>Janet</td> <td>Instructor</td> <td>HS&PS</td> <td>Clinical Sciences</td> </tr> <tr> <td>F2021-W2024</td> <td>Robyns</td> <td>Marcus</td> <td>Professor</td> <td>LIS</td> <td>Archives</td> </tr> <tr> <td>F2021-W2024</td> <td>Shevy</td> <td>Mark</td> <td>Professor</td> <td>A&S</td> <td>Communications and Media Studies</td> </tr> </tbody> </table>	Term(#) Start-Expires	Last Name	First Name	Rank	College	Department/ School	F2018-W2024 (2)	Figler	Seth	Instructor	TOS	Automotive Services	F2019 - W2022	Marquardson	Jim	Assistant	BUS	Business	F2019-W2022 (2)	Crabb	Jaime	Instructor	HS&PS	Nursing	F2019-W2022	Killelea	Patricia	Assistant	A&S	English	F2020-W2023	Schneider **	Jason	Assistant	A&S	Art and Design	F2020-W2023	Labron	Janet	Instructor	HS&PS	Clinical Sciences	F2021-W2024	Robyns	Marcus	Professor	LIS	Archives	F2021-W2024	Shevy	Mark	Professor	A&S	Communications and Media Studies
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<p>General Thoughts to Share</p>	<p>Committee Charge: Link: https://www.nmu.edu/aisac/academic-information-services-advisory-committee-1</p> <p>Library and Instructional Support Advisory Committee</p> <p>Mission</p> <p>The Library and Instructional Support Advisory Committee (LISAC) is charged by the Academic Senate is to be responsible for making recommendations regarding information, resources, instructional and interpretative consulting services to support the teaching, research, and outreach missions of the university.</p>																																																						

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LISAC 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 LIS to support the teaching, research and outreach missions of you, your department, and the university. To that end, LISAC encourages faculty to contact current members with any issues that might be addressed.

Library and Instructional Support consists of the following units and functions:

[Lydia Olson Library](#) and the [Central Upper Peninsula and Northern Michigan University Archives](#) inspire scholarship and creativity by partnering with our University community as teachers and curators of information in a supportive, collaborative environment. Olson Library collects books, journals and other materials, provides access to numerous electronic databases, teaches information literacy, and provides students the opportunity to engage with cutting-edge technology. The Archives houses the historical records of Northern Michigan University and historical materials documenting the history of the central Upper Peninsula of Michigan, including Alger, Delta, Dickinson, Marquette, Menominee and Schoolcraft counties.

[Instructional Design and Technology \(IDT\)](#) facilitates excellence in classroom and online instruction and promotes scholarship of teaching and learning by providing professional development, tools, and other supporting services. IDT manages the Center for Teaching and Learning in collaboration with the Teaching and Learning Scholar, a faculty member with a half-time appointment to provide leadership and services to support faculty with their teaching.

[The Beaumier Upper Peninsula Heritage Center](#) promotes and preserves the history and culture of the Upper Peninsula through an active slate of exhibitions and engaging public programs for the whole region. The center also collects and preserves artifacts related to the history of Northern Michigan University. The center maintains a gallery in Gries Hall and several other displays throughout campus.

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

[Lydia Olson Library](#) - collects books, journals and other materials, provides access to numerous electronic databases, equips each academic department with a liaison librarian who assists with library

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instruction, collection development and library-related concerns.

Instructional Design and Technology (IDT) Instructional Design and Technology provides access to instructional media, equipment, support services and works to improve the classroom environment. Within the IDT is The Center for Instructional Technology in Education (CITE) is a resource center where faculty can go to learn about, experiment with, and get advice and assistance with a variety of instructional technology tools. The CITE may be best known as the place to get assistance with NMU's online course management systems, NMU EduCat™. It is also a "faculty sandbox" for a variety of other hardware and software that can be used to enhance teaching and learning online and in classrooms.

Central Upper Peninsula and Northern Michigan University Archives - manages university and historical materials relating to Northern Michigan University and the central Upper Peninsula of Michigan

Beaumier Upper Peninsula (UP) Heritage Center - The Beaumier UP Heritage Center is a historical museum and educational facility on NMU's campus. Promoting and preserving the history and culture of the Upper Peninsula.

LISAC 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, LISAC encourages faculty to contact current members with any issues that might be addressed. We thank you!"

**In regards to the committee's charge, we note that the Beaumier UP Heritage Center needs to replace the Computing Helpdesk (IT) in units under LISAC. We have made one recommendation, which is based on our committee meetings to have an annual review of use for Collections and Metadata.

Committee Membership:

Committee membership was much improved from the last two years. We appreciate the complexity of scheduling due to the COVID-19 and membership's dedication to the committee and its charge.

Committee Operating Procedures:

Link:

<https://www.nmu.edu/aisac/academic-information-services-advisory-committee>

"Operating Procedures

Article – I Authority and Purpose

1.1 The Library and Instructional Support Advisory Committee (LISAC) is a

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standing committee of the Academic Senate.

1.2 The LISAC shall function in an advisory capacity to the Academic Senate regarding matters of the faculty as related to the Library and Instructional Support's role in the University. The charge as approved by the Academic Senate is to be responsible for making recommendations regarding information, resources, instructional and interpretative consulting services to support the teaching, research, and outreach missions of the university. Through the student representatives, the ASNMU shall have a viable part in the communication of matters of concern of the student body.

Article – II Membership

2.1 Ordinarily the LISAC shall be composed of the following membership.

2.1.1 One faculty member, if possible, from each college including the LIS division.

2.1.2 Dean of LIS as a non-voting, ex-officio member.

2.1.3 One faculty member from NMUFA as a voting, ex-officio member

2.1.4 One student as appointed by ASNMU, if available.

2.2 If a committee member is absent without an excuse for three or more meetings in any academic year, the Chairperson is authorized to seek an immediate replacement for that member.

Article – III Elections and Term of Office

3.1 Selected faculty representatives shall be appointed to the committee through the Committee on Elections and Committees (CEC) of the Senate. Each faculty member shall hold a three year term and be replaced at the end of a term. Student representatives shall be appointed for a one year term by the ASNMU. Terms begin the week prior to classes in the fall unless there are extenuating circumstances.

3.2 The Chairperson shall be responsible for the communication with CEC regarding committee membership for the given academic year. Replacing an appointee whose term ends mid-year shall be the responsibility of the Chairperson.

3.3 The president of NMUFA designates the NMUFA member.

Article - IV Officers

4.1 During the last regularly scheduled meeting of the year, the Chairperson and Secretary for the next year will be voted on from the list of returning members. Exceptions to this are allowed with approval of the

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Senate Executive Committee.

4.2 If circumstances should be such that a replacement is necessary for the Chairperson during the year, then an election will take place from those members who have served at least one year to date.

4.3 The Chairperson shall preside at committee meetings, and shall be responsible for keeping a log of pending committee business. The Secretary shall be responsible for the recording and distributing minutes of meetings of the Committee.

Article – V Meeting Schedule

5.1 The LISAC shall meet once a month under normal circumstances.

5.2 An agenda shall be provided one week prior to a scheduled meeting.

5.3 Members not able to attend a meeting shall notify the Chairperson prior to the meeting.

5.4 Minutes shall be taken at each meeting and copies provided to the members prior to the next meeting. Minutes shall be approved with changes if necessary at the following meeting. An approved copy shall be posted to the committee website and a copy sent to the Academic Senate.

5.5 Membership attendance shall be recorded in the minutes by the Secretary.

Article – VI Rules and Procedures

6.1 Meetings shall be run by the Chairperson in an official and efficient manner in accordance with the operational procedures of the committee.

6.2 The meeting shall follow the agenda with any additions.

6.3 A quorum shall consist of five committee members.

6.4 Approval of a motion shall require a simple majority of those members present.

6.5 The Chairperson shall prepare and provide an end-of-the-year report to the Senate in accordance with the Senate's schedule. Any other reporting to the Senate or action required of the Senate shall be the responsibility of the Chairperson. If the Chairperson is not a member of the Senate, then a current Senator may speak for the committee when necessary.

6.6 Changes to the operational procedures of the committee shall require approval of a majority of the quorum of the membership. The Senate will be notified of any changes."

**If there is a conflict within the group, we encourage everyone to put forth their concerns, we discuss, agree to disagree and then the

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	<p>majority vote is what is carried forth.</p> <p>Please note Senate Bylaws were reviewed by J.Crabb 3/23/21</p>
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