**Academic Information Services Advisory Committee**

**Meeting minutes**

**Wednesday, October 30, 2013**

Present: Mollie Freier, Marsha Lucas, Judy Puncochar, BaoTrung, Matt Frank, Rebecca Ulland, Victor Holliday, Julie Goldberg (ASNMU representative), Leslie Warren, and Nancy Maas.

I. Meeting called to order: 4:05pm.

II. Approval of Agenda (Judy/Matt)

* Unanimous approval with additions, in red on agenda.

a. New committee member: Julie Goldberg, student representative for ASNMU, was introduced and welcomed to the committee.

III. Old business

a. Center for Teaching and Learning Update: Leslie reported that the timeline is on track for hiring the NMU Teaching and Learning Scholar. There is a strong pool of applicants. The search committee, comprised of Leslie, Gary Stark, Cale Polkingham and Matt Smock, is ready to make recommendations for the position to Dr. Lang. The scholar will hopefully be in place for winter term. The Scholar position is a two year term and there is a stipend for working in the summer.

Space for the Center for Teaching and Learning has been discussed. The CITE area will be reorganized and expanded into LRC 117 to house the Center for Teaching and Learning. The Scholar will have an office within the Center. The long term goal is to find a new and larger space for the Center for Teaching and Learning.

III. New business

a. Digital Commons update and discussion: Mollie reported that the library staff met yesterday and discussed who will be the coordinator of Digital Commons. No decision has been made as of yet. Faculty have received an email from Brian Cherry regarding uploading materials onto Digital Commons. Mollie suggested that faculty who do not feel comfortable with independent use of Digital Commons send materials to their library liaison, who can then enter the information onto the site. The deadline for submission of materials to be included in the Celebration of Scholarship is November 8, 2013.

Kevin McDonough is working with Brian Cherry to get Master’s scholarly projects and theses into the repository. The committee also discussed uploading curricula vitae via a link in the site. In addition, Digital Commons has its own search engine, called B-Press, which allows others to view and cite works in the repository. Judy asked how statistics will be kept on the number of citations of one’s work. Leslie reported that the search engine would likely keep its own statistics in this regard. Mollie reported that any materials that have already been loaded will be migrated over to the updated version of Digital Commons. The committee discussed the possibility of having a workshop on the use of Digital Commons, possibly at the beginning of next semester.

b. Multimedia support: Leslie reported that there is discussion in AIS and across campus regarding the need for student support in the development of multimedia for assignments/courses. The idea has received positive feedback from Dr. Lang, Jim Cantrell and Eric Smith. Discussed having Heidi Smith from the Writing Center involved as many students are moving to a multimedia approach in writing compositions. The Writing Center and Instructional Technology could provide the needed support to students from one area. Jim Cantrell has stated his students could function as student workers, possibly within the Writing Center.

Feedback from the committee:

Judy reported she teaches a technology class in which students are required to design websites/blogs, and multimedia support would be an asset for students. She also suggested that ASL could be linked to student support for multimedia projects through the writing center or the CITE.

Matt stated that Passages North may also benefit from these support services, as students are having difficulty loading some of their materials online.

Vic stated that having students become familiar with this service during UN 100 courses could be of benefit in later courses.

Julie reported that multimedia student support would be helpful for those involved with SLFP or SEC.

Rebecca stated that approximately 50% of her students have proficiency in multimedia presentations, and supported the idea.

Leslie stated that AIS is moving forward with the idea, and may have it in place for winter term.

IV: Good of the Order

a. Leslie reported that extra support for students taking online courses is in development. Instructional Design is working on a tutorial for taking online courses that will be available to students. This is part of the AQUIP distance learning project. IDT and the Helpdesk are working together to determine Educat support for online students. The Helpdesk will still be the first to assist with technology problems, then may be referred to IDT if needed.

b. Judy reported that the idea for the Center for Teaching and Learning was well thought out and appropriately funded.

c. The Celebration of Teaching and Scholarship will be held on December 5, 2013 in the Peter White Lounge. Judy encouraged all to attend this event.

d. Judy asked if there is any new work for the committee. Mollie reported that there may be a need for committee members to assist with the Digital Commons in the future.

e. Leslie encouraged all to visit the library site and take the survey on library usage. The survey will provide information regarding which areas of the library are used most and will aid in library redesign.

Meeting adjourned: 4:56 pm

Respectfully submitted: Nancy Maas, Recording secretary, Fall 2013