**Academic information Services Advisory Committee**

**Meeting Minutes**

**October 7, 2015**

Present: Robert Belton, Mike Burgmeier, Leslie Warren, Nancy Maas, Vic Holliday, Brandon Canfield, Steve Hughes, Glenn Wrate, Mary Stunkard.

Excused: Karin Stulz

Meeting called to order: 12:00pm, Robert Belton

I. All members of the committee were introduced and welcomed.

II. R. Belton announced that meeting times will be scheduled on the first Wednesday of each month at 12:00pm during the academic year. Meeting location will be LRC 202.

III. Action Items

1. Approval of Minutes: The AISAC meeting minutes from March 2015 were reviewed and unanimously approved with minor changes (motion: Wrate/Hughes).

2. 2014-2015 AISAC Annual Report: R. Belton distributed the draft 2014-2015 AISAC annual report to be submitted to the Academic Senate. The report was reviewed and approved with minor changes for submission to the Senate chair. R. Belton will revise and submit.

3. R. Belton distributed minutes from the December 2014 AIS meeting in which job descriptions and duties of AIS staff and faculty were described in order to familiarize new AISAC members with AIS. L. Warren also gave an overview of AIS components and how it functions.

4. L Warren gave the following updates on AIS:

a. Strategic planning is underway for AIS. A consultant will be hired to assist in identifying University, faculty and student AIS needs and then determining which skills and AIS positions would meet those needs. L. Warren reported that there are currently three open positions in AIS. Leslie is working to establish the Collections Development Librarian position which was eliminated last year.

b. The Beaumier Heritage Center is moving to Gries Hall. Major renovation for the center is underway upon receiving generous donor funding. The center will now be called The Beaumier Alumni Welcome and U. P. Heritage Center.

c. AIS is developing a learning advisory group. Terry Delpier, the CTL Scholar in Residence has been working with CTL staff to introduce a new education al series related to the Scholarship of Teaching and Learning. ‘Brown bag’ lunch sessions were started this Fall and are held on Fridays.

d. AIS along with University administration substantially expanded new faculty orientation this Fall.

e. The Helpdesk now is able to make ‘house calls’ to residence halls, especially for those students who have large electronic equipment problems.

f. B. Canfield stated that part of NMU’s new strategic plan may include a new library per comments from President Erickson at the Planning meetings. L. Warren stated that the NMU 5-year Master plan does include a complete renovation of the LRC, though this is largely dependent on State of Michigan funding. Renovation plans include making better use of available space in the LRC.

g. R. Belton asked if there was any blog/informational site where faculty or students could learn more about what was happening in the AIS. L. Warren stated that there not an information site at the moment, but offered to forward AIS meeting minutes to the Committee. M. Burgmeier will develop a listserv for AISAC and send to R. Belton.

3. & 4. The committee reviewed the Senate AISAC website, Mission and Operating Procedures. Members will review individually and make suggestions for any needed revisions at the November AISAC meeting.

5. SHARE site document disposition: The committee reviewed the SHARE site for AISAC. Most documents on this site are from 2012 or earlier. The committee will review the site and discuss the possibility of moving documents to the AISAC Senate website and deleting AISAC information from the SHARE site. N. Maas has access and can make revisions to the AISAC Senate site with help from M. Burgmeier.

6. Identification of new priorities for AISAC within AIS: R. Belton stated that an important function of AISAC is advocating for AIS and reinforced that the committee should develop strategies and action items to assist AIS this academic year. L. Warren stated that needs of the AIS will be better delineated after meeting with the consultant and strategic planning is accomplished.

7. Academic Senate representation: The committee discussed whether an AISAC member should be attending Academic Senate. B. Canfield indicated he may be able to attend as representative.

Good of the Order:

1. The next AISAC meeting will be held Wednesday November 4, 2015 at 12:00pm in LRC 202.

Meeting adjourned, 1:03pm

Respectfully submitted, Nancy Maas, AISAC recording secretary.