



Minutes

Date 10/07/2016 Start Time 3:00 PM Adjournment Time 4:05 PM Location AIC, WALK 1-137
 Type of Meeting Regular Special

CHAIR	Joydeep Bhattacharjee & Cliff Tresner
SECRETARY	Mary Elizabeth Bridges
ATTENDEES	Joydeep Bhattacharjee, Cliff Tresner, Christ Gissendanner, Charles Hughes, Tammy Johnston, Tommie Church
ABSENT (EXCUSED)	Mara Loeb, Bob Eisenstadt, Kris Bista, Paul Griswold

Agenda

GENERAL ANNOUNCEMENTS	
The AIC Council held a regular meeting to discuss a variety of topics related to the Academic Innovation Center.	
DISCUSSION TOPICS	
<p>Agenda items include: 1. Approving previous meeting minutes. 2. Finalizing Mission and Visions statements for the Center. 3. Setting a common meeting time for the academic year. 4. Discussing the plan of action for room usage. 5. Planning a site visit to Loyola and coordinating purchase/request of new furniture. 6. Use of budget funds.</p> <p>1. Meeting minutes have been posted to Moodle with the exception of two meetings. Mary Elizabeth will work to draft those for approval. Previous meeting minutes were approved.</p> <p>2. The council discussed the mission and vision statements proposed last semester. The following mission and vision statements were approved by the committee:</p> <p>Mission: The ULM Academic Innovation Center promotes collaboration, creativity, and professional development for the University and greater community.</p> <p>Vision: The ULM Academic Innovation Center provides an environment to promote development of the next generation of academic leaders, supports collaboration, and offers opportunities for inspiration and shared knowledge.</p> <p>3. The council discussed a common meeting time for the year. It was decided that Joydeep would send out an additional Doodle poll with several times thorough the week and allow all council members an opportunity to respond. A follow up email will be sent with the best meeting time to accommodate the majority of council members and a date for the next meeting.</p> <p>4. The council discussed a plan of action for requests related to room usage and developing an online form. Kris Bista has offered to put this together, the council needed to come up with general questions that should be included. The council suggests the following be included on an online room request form: Contact Name/Contact Information/Event Information (title, date, time, etc)/Does the event fit with the mission and vision of the AIC (list mission and visions statements on form)/ Estimated number of attendees/participants. The council also mentioned including on the form the expectation that the room be returned to the way it was found and that the contact person filling out the form would be responsible for this. Once the form and calendar system (Google calendar will be interfaced with webpage) are complete, the website (ulm.edu/aic) will be searchable on the web.</p> <p>5. The council discussed and approved using some of the budget to fund a site visit to an innovation center on Loyola's campus. Chris Gissendanner will be reaching out to the center director and scheduling a visit. Once the visit is complete, council members who went will report their findings to the group. This visit will also spark potential ideas for new furniture. Mary Elizabeth Bridges will be responsible for checking on new furniture once the council decides on needs.</p>	

6. The council discussed and approved using the funds/budget for this year to bring in speakers rather than fund any grants. That may be a possibility in the future when there is more time for faculty to learn about it and apply. For now, council members will search for potential keynote speakers and post to a forum created on the AIC Moodle page.

CONCLUSIONS		
The council will work towards completion of items listed above and continue necessary discussions at next meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The council will schedule a follow up meeting after the Doodle poll is sent to all council members.	Council chairs	n/a

Approved by committee/council chair Yes on