Minutes

Date   11/01/2016   Start Time   3:30 PM   Adjournment Time   4:30 PM   Location   AIC, WALK 1-137
Type of Meeting   ⊠ Regular   ☐ Special

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

Agenda

GENERAL ANNOUNCEMENTS	

The council needs to finalize the mission and vision statements at this meeting. Additional items will be discussed.

DISCUSSION TOPICS	

The meeting agenda included 4 agenda items: 1. Finalize mission and vision statements 2. Discuss council meeting time 3. Room usage 4. AIC Roundtable

1. The council discussed edits to the mission and vision statement. Feedback was provided by Dr. Eric Pani and Alma Sewell. Based on their feedback and input from council members present, the following will serve as the official mission and vision statements:

Mission: The ULM Academic Innovation Center, in support of the University strategic plan, promotes collaboration and creativity to further academic excellence and professional development.

Vision: The ULM Academic Innovation Center will provide an environment to promote the development of the next generation of academic leaders, support collaboration, and offer opportunities for inspiration and shared knowledge.

2. After sending out multiple Doodle polls, it was determined there is no meeting day/time that works for the entire council. The council meetings will alternate between Tuesdays and Fridays to accommodate the majority of the group. Any items discussed at the meeting that require consensus of the whole group will be posted to Moodle.

3. The council discussed room usage as well as the request form that will be located on the AIC website. Joydeep and Cliff worked with Suchi Rodda in the Computing Center to create a live calendar that would interface with the server and be visible on the website. Anyone wanting to reserve the room must fill out the request form online preferably 2 weeks in advance of their event. The AIC can be used at any time as long as there are no other events scheduled in the room. Individuals interested in using the room should check the calendar on the web first. The council determined there should be clear verbiage on the website about how to utilize and reserve the room. The council mentioned adding a drop down menu of room usage options. Council will continue to work through this form and updating of the web. The council also discussed new furniture for the space. At the opening, Dr. Bruno mentioned furnishing the room so the council will begin gathering ideas for functional furniture for the space.

4. The first event for the AIC will be a roundtable illustrating how to use the smart technology in the classroom. The council will invite Allison Wiedemeier, Michael Beutner, Christopher Mapp, and Sanjay Manandahar to be on the panel. The council chairs are working to come up with a title and confirm a date.

CONCLUSIONS	

The meeting adjourned with a charge to continue working on first event, the website, and gathering of ideas for furniture.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Council will continue working on the website and finalizing the room request form. Council will confirm panelists for the roundtable and advertise the event	Committee chairs	12/1/15

Approved by committee/council chair   ☒ Yes   on   11/21/2016