

ASAC General Meeting 10/22/03- Minutes

- 1) **Nominations for President's Advisory Committee on Disability Issues:**
ASAC has been asked to provide two nominees for this committee. ASAC member, Jeane Boynton, is interested in being nominated. Tom Carter will put a message on the listserv to see if there is another specialist interested in serving on this committee. These names need to be forwarded to Donna Zischke by Friday. The librarians are also being asked to put forward two names. The President McPherson will then select one member from the list of nominees.
- 2) **Subcommittee Updates:** Each of the subcommittees gave an update of their activities. All ASAC members are encouraged to read subcommittee meeting reports on the Angel website. You will find them under the "content" tab.
- 3) **Professional Development Support Program:** We need to reform this group and evaluate the program experience. Faron Supanich-Goldner and Jeane Boynton have volunteered to spearhead this effort.
- 4) **Angel Demonstration:** Gretchen Sanford demonstrated Angel. We need to get everyone on the site. Jeane Boynton and Donna registered today. Donna will get Bob Banks registered. If you want to email ASAC members you can do so through Angel and thus do not need to set up a separate email address group in your email program. To send everyone an email, go to the "in touch" tab. At the bottom of the email message box be sure to click on "Send a copy of this message to recipients' Internet e-mail accounts". This way the message will go to everyone's regular email account and will not stay in Angel. Please check Angel regularly for updates.
- 5) **Membership Update:** Dorcia Chaison is withdrawing from ASAC. She will need to be replaced per our bylaws which state: "When an elected member vacates a position before the end of the three year term or the election process fails to fill a position, a temporary replacement will be appointed by the Assistant Provost and Assistant Vice President for Academic Human Resources in consultation with ASAC. A replacement for the remainder of the term will be elected at the next regular ASAC election. The nomination and election process will be that for full term elections."

Action Items:

Tom Carter will post message on listserv for President's Advisory Committee on Disability Issues nomination.

The Professional Development & Communication subcommittee will review the appropriateness of Angel as a communication tool that can be used for the entire specialist community. They will make a recommendation to ASAC.

Donna Zischke will provide a list of new ASAC members to Tom Carter for purposes of the listserv and orientation. Donna will make sure the PD&C subcommittee gets notification of new specialists on an ongoing basis.

Bob Banks needs to proceed with getting a new member appointed to ASAC to replace Dorcia Chaison.

Faron and Jeane will work with Donna to get information about the Professional Development Support Program for evaluation purposes.

NEXT MEETING: November 19, 2003; 10am to 11:30am in 443B Admin Bldg.
(Dave Byelich will join us at 11am for a budget/health care update)