Attendance:
Lanae Joubert (HHP)
Bruce Sarjeant (LIBRARY)
Matt Smock (IDT)
Mitchell Klett (EDUCATION)
Yuba Guatam (HHP)
Jeff Vickers (MUSIC)
Janet Labron (SCS)
Brian Larson (BUS)

Approved ETRPC Minutes Oct 6th 2017

I. Approval of last meeting minutes: (September 22, 2017) Vickers/Klett

II. Reports and Announcements:

A. Chair (Lanae Joubert).

- **a.** Student representative from AAUP. **Contacted Tristan Ruiz. He was thankful but they struggle for student reps. He will investigate. Mitch has an idea to ask one of his students and will begin the process.**
- **b.** TLC liaison. **Haven't heard from Brandon, but he was there according to Matt. Bruce will contact Brandon.**
- c. University mission/vision statements:

Mission statement: Northern Michigan University's distinctive academic and career programs are nurtured by exceptional teaching and extensive opportunities for scholarship, creativity, and engagement. Our supportive, connected community empowers students, graduates, faculty and staff to contribute to a diverse and sustainable world.

Vision statement: Northern Michigan University promotes an active environment to foster strong minds and bodies, inspires innovation and inclusion through community engagement, and develops leaders capable of local and global impact. **How does this change our Committee? What should we become? The Committee was less than enthused about this new mission statement.**

- **d. Announcement for TIA applications to faculty went out 10/05/17**

B. HelpDesk (Chris Wagner). **Not present.**

C. Information Services/Business Intelligence (Chris Lewis/ Brian Larsen). **Nothing to report.**

D. Instructional Design and Technology – Center for Teaching and Learning (Matt Smock). **Nothing to report.**

E. Audio Visual Services (Pat Lakenen). **Not present.**

III. Unfinished Business

A. Update webpage section "definition of High Tech Learning Environment". **Tabled until a future meeting. But the 2004 date will be removed in the meantime.**

B. Review ETRPC Committee Operating Procedures

From Senate 8.25.17:

"An end-of-year report of your committee's activities is due by 17 April 2018, in order to be reviewed by the Senate at its last meeting of the year. In that end-of-year report, please include a summary of an evaluation of the following aspects of committee work:

Committee operating procedures. How does the committee handle conflicts of interest? How is the leadership elected or selected? Are there historical practices that are not codified in operating procedures? Are there ways to make their operations more efficient and effective?

By sharing these items with committee chairs now, it is the hope that committees will evaluate these aspects of committee work in an ongoing basis over the course of the year, slowly compiling a list of items for action in subsequent years.". **Discussed "Does our committee overlap with tasks of another committee?" "Does our committee have weight?" "Does anyone listen to our Committee"? AISAC? TLAC? We could write in a way for us to voice decisions and statements to the Senate louder that we currently can? Jeff Vickers updated the general membership list from our Operating Procedures. Will be**

forwarded.

IV. New Business

A. Issues with using some current technology
   a. G-mail platform (unable to perform group messages larger than 50 people?).
   b. Starfish (how to e-mail all advisees as a group? How to attach documents within a message?). **Download file first to your computer, then send it off.**

V. Good of the Order

Adjourned: 11:58

Respectfully submitted,
Bruce Sarjeant