

ASEE North Midwest Section Archivist Operating Manual

Introduction

ASEE is a society with a heritage of "grass roots" involvement. Documenting and publishing the collective memory of the persons, events, and activities which have shaped the Section is the responsibility of the Section Archivist. Technological advancements, for archival purposes, have advanced to a point where paper documentation is no longer needed or desired. Therefore, the archival records of the Section are now located on the Section website.

As defined in Article III of the Bylaws of the Section, *“The Section Archivist shall be primarily responsible for overseeing the maintenance of the Section website as described in the Archivist Operating Manual.”*

North Midwest Section Website <http://www.asee-nms.com/index.html>

Currently, the Section website is maintained and updated by a third-part vendor: Barsness Solutions located in Minneapolis, MN. Vendor information is listed below.

Barsness Solutions
527 Marquette Ave S, Suite 930
Minneapolis, MN 55402
612-877-3840

Website Manager
Joe Barsness (primary contact person)
Joe@barsnesssolutions.com

Webmaster
Mark Holmes
mholmes@barsnesssolutions.com

The annual expenses related to the Section website maintenance are listed below.

Annual Site Maintenance	
Domain registration	\$15 (annual fee)
Annual Hosting	\$300 (\$25/month for 12 months)
Planned Maintenance	\$400 (per calendar year)

Section Archivist Responsibilities

1. Contact ASEE Headquarters to gain authorization for the access and use of the Section listserv:
nmid_sec@asee.org

ASEE Member Services
Attn: Assistant Membership Manager
membership@asee.org
202-265-8504

Access to the listserv is needed in order for the Section Archivist to notify the members of the Section concerning recently posted updates (announcements, awards, and other informational materials) and to request updates from the Section membership.

2. Forward the annual invoice from Barsness Solutions to the Section Secretary/Treasurer for processing the reimbursement. The invoice will be sent to the Section Archivist by the vendor by April 1st.
3. The Section Archivist is responsible for working with the vendor to update and maintain the Section website (refer to Section Website Maintenance). This can be accomplished by emailing the updates as attachments or in the body of an email message, if it is a minor change. As stated in the following section (Section Website Maintenance), the term “post” means sending the updated information to the vendor.

Section Website Maintenance

Refer to the following sections as referenced from the North Midwest Section website:

<http://www.asee-nms.com/>

HOME

Periodically (at least every spring and fall semester) post a new “Welcome” statement from the Section Chair or Zone III Chair. The Section Archivist may have to send a reminder to the Chair(s) with a request to craft a new Welcome statement.

Post relevant Section information under UPDATES AND ANNOUNCEMENTS

OFFICERS (button at the bottom of the HOME page)
Maintain the current officers list.

CAMPUS REPRESENTATIVES (button at the bottom of the HOME page)
Periodically (at least one a year) contact the Section membership (nmid_sec@asee.org) requesting updates or changes to the Campus Representative listing and post those changes on the Section website.

BYLAWS

Post the bylaws changes (as voted by the Section membership).

MEMBERS

Update the membership definitions as approved by the Section.

Check that the contact person for each institution on the Interactive Map is correct. The contact person is typically the Campus Representative.

CONFERENCES

Maintain the Conference rotation within the table as specified on the Section Bylaws (Article VI. Conferences and Meetings – Section 2).

Link the date/name of the host institution to the appropriate Section Conference website provided by the host institution.

Post pictures of the most recent North Midwest Section Conference when received from the Conference Program Chair.

MEETINGS

Link the North Midwest Section Conference Proceedings to the appropriate website of the host institution at the conclusion of the annual conference or link to an appropriate PDF file.

Post the North Midwest Section Business Meeting Minutes received from the Section Secretary/Treasurer or the Section Chair, as soon as possible after the annual Section Conference.

Post the North Midwest Section Resolutions Committee Reports received from the Committee on Resolutions, as soon as possible after the annual Section Conference.

Update the History of The ASEE North Midwest Section with information related to the most recent Section Conference.

AWARDS

Contact the Conference Program Chair to get the name, affiliation and paper title of the Mikol Award recipient and post that information on the Section website.

Contact the Section Chair to get the names and affiliations of the Outstanding Educator Awards recipients and post that information on the Section website.

Post any Campus Rep Awards received by any Campus Reps of the Section

Post any additional awards received by members of the Section.

ASEE

Check to make sure this link is working.

CONTACT US

Verify that the correct information is posted concerning the Section Chair and the Webmaster.