AIEC

April 6, 2020

3PM

Attendees: Sara-Beth Bittinger, Liz A Nelson, Troy Donoway, Benjamin N Norris, Jeffrey L Graham, Kim H Rotruck, Janet A Mattern, Thomas D Sigerstad, Cindy E Herzog, Jill A Morris, Michael B Mathias, Sara L Wilhelm, Latisha V Cooper, Lea Messman-Mandicott

Absent: Assyad Al-Wreikat, Denise L Murphy, Sara Wilhem

1. Review and discuss rubric results, Reactions

Academic Affairs:

 Themes:

* Growth over last year is impressive
* More growth needed: some improvement alignment of goals and priorities to university, results, metrics, impact
* Colleges doing better

Administration & Finance:

* Where they need to be, no major concerns
* Facilities reviewed some things

Enrollment Management

* Improvement over last year, worked with units to overcome learning curve
* Many units are exemplary
* DSS and Tutoring need some alignment, Special Academic Services
* No report from the VP’s office, Admissions, Financial Aid

Student Affairs

* Results, many units not reporting the kind of satisfaction data they should be. Results were otherwise robust.

University Advancement

* Improvement over last year.
* Struggling with impact – how do results drive what we do in the future.
* Really easy to add very specific number goals.

Regional Development & Engagement

University average improved: goals, priorities, overall (4.3 – 4.47)

By division: AA improved, AF same, EM same, SA improved, UA improved, RDE improved

Comment – if we are making suggestions for improvement, should we be giving a 5?

 Brief discussion about using the rubric, interpretation, and validity.

 Liz Nelson notes that harsh ratings for University Advancement led to better assessment in that division

 Request to Kim Rotruck + Lea Mandicott to look in to improving validity this summer.

Exemplars:

 Each pair should identify the exemplars in the group of units they received and add to spreadsheet.

1. Establish themes for AIEC report
	* Last year: <https://www.frostburg.edu/academics/air/_files/pdfs/aiec/aiec-2018-19-report-final.pdf>
2. AIEC Action Priorities for 2019-20 (Discuss Update)

To better facilitate university-wide strategic planning and assessment efforts, AIEC will:

1. Provide access to exemplar annual reports specific to each executive unit and/or college.
	1. Update: This is our first year to do this. We are to identify exemplars based on the rating this year and then share.
2. Offer guidance on the type and amount of supporting material required in annual reports.
	1. Update: The rubric helps this. Council discussed early in AY. Members took back to their areas. The exemplars should provide concrete examples.
3. Work with Campus Labs as part of a continuous improvement process regarding the usability of Compliance Assist, including providing a dropdown option to upload a unit’s strategic plan.
	1. Update: B Norris provided a video tutorial on submitting report.
4. Offer opportunities for “Just-in-Time” training sessions for Compliance Assist consistent with timelines.
	1. Update: Council members worked with members of division/college. The video tutorial addresses this issue as well.
5. Identify an appropriate access point for posting archived webinars and other informational resources for Compliance Assist users.
	1. Update:

AIEC Recommendations for the University Advisory Council

The Assessment and Institutional Effectiveness Council (AIEC) proffers the following recommendations:

1. Ensure the summer 2019 UAC/AIEC retreat focuses on identifying specific responsible parties and determining effective key performance indicators for the strategic plan’s existing action items and any new action items, e.g., a new budgeting model, a faculty equity study. Verify that all action items have clearly identified responsible parties and measurable outcomes at the onset, rather than after the effort has already been undertaken.

*This was acted on by the President.*

1. Further develop continuous professional development and training that supports improving institutional assessment aligned with the new MSCHE Standards.

*Have not done. This needs to stay on the list. We need to add preparation for the upcoming midpoint review.*

1. Further integrate assessment into the working culture of the institution so that it becomes a standard element of each Vice President’s direct report employment evaluation (PIF and/or PMP).

*Work has been done, but has not been finalized by all VPs. Student Affairs added some characteristics related to assessment to director-level and above. PMP revision put on hold due to pandemic.*

1. Continue purposeful and direct communication to the FSU community regarding assessment results and resource allocation, thereby further integrating assessment into the culture of the institution. This communication is best accomplished through a documented communication plan for each division that explains explicitly how the results of assessment are used for continuous improvement.

*We can always improve on this. Worth with Gregg in Marketing & Communication. Make more specific: We think it looks like this and happens in certain venues. Be as specific as possible, provide framework for what this should look like to make it as easy as possible. Express appreciation for regular updates, but indicate that we want to see more assessment 🡪 results 🡪 decision-making 🡪 resource allocation*

1. Further promote and enforce deadlines and reporting timelines necessary to facilitate a successful assessment cycle.

*Improving, but encourage draft reports for internal review by a certain date (like Student Affairs).*

1. Identify and recognize departments for exemplar assessment practices and analysis.
*AIEC developed a process. AIEC identifying exemplars based on 2019 reports.*

Sara-Beth will begin work on draft AIEC report for feedback.

Next meeting will be May 4.

We will also be looking at SLAAG and GLAAG reports at that time.