

AIEC Monthly Meeting Minutes

February 7, 2022

3:30 PM

TEAMS

Meeting Attendees: Sara Beth Bittinger, Latisha Cooper, Victoria Gearhart, Jeff Graham, Cindy Herzog, Stephanie Loar, John Lombardi, Janet Mattern, Jill Morris, Sean Morton, Denise Murphy, Benjamin Norris Kim Rotruck, Tom Sigerstad.

- **Pilot Update, Planning: Discuss Pilot Project**
 - Kim Rotruck provided update.
 - Ben Norris: was working with Kara Rogers-Thomas couldn't access template. Sean Morton will follow-up with Kara.
 - No place to connect the artifacts and support actions items. Sean will be adding to the template.
 - Does this plan item work under Fiscal Item 2022? Yes, it does.
 - Reviewed test department plan items
 - John Lombardi doesn't not have access to CampusLabs. Sean Morton will follow-up.
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- **Strategic Planning Assessment for initiatives, Sara-Beth Bittinger**
 - Sara Beth submitted strategic action items to President last week. We have not received any feedback on this. Sara Beth meeting with President and will check tomorrow.
- **Annual Report discussion**
 - Troy Donoway needs removed. Ben Norris & Tish Cooper need removed from the Academic Success section.
 - Sara Beth highlighted in red the permanent people.
 - Assyad Wreikat needs removed from committee, replaced with Frank Hughes
 - Due Tuesday, Feb. 15, 2022
 - AIEC will meet next on March 7th.
 - We will have 1st review done by March 7th.
 - Review themes on April 4th Meeting.
 - 2nd review: March 21st, 2022
 - Kim Rotruck and Janet Mattern unable to attend April meeting but will send themes.
 - Sara Beth will send out minutes, assignment and reminders
 - Going to use the same rubric. Rubric link will be sent to group

- Sean working on moving over admin and finance to admissions and financial aid.

Next Meeting: Monday, March 7th at 3:00 pm via TEAMS.