

AIEC Monthly Meeting Minutes:

3/7/2022

3:00 PM

Microsoft TEAMS

Meeting Attendees: Sara Beth Bittinger, Latisha Cooper, Jeff Graham, Cindy Herzog, Stephanie Loar, John Lombardi, Lea Messman-Mandicott, Denise Murphy, Janet Mattern, Jill Morris, Ben Norris, Kim Rotruck, Sara Wilhelm

Update for COE-Ed Professions completed it but in the wrong year. 2021 not 2022. Kim Rotruck will let Sean Morton know that and he can make the update. COE & Ed. Professions used new template.

- K&R-completed old template instead of new template

Library

- Completed old template. Library has 5 diff. departments but 1 annual report. Found new template to take coordination and to keep track.
- Overlap between action items and priorities which made it difficult.
- Lea will be entering everything for 2022 but did go back to old format for the library.

Kim Rotruck: Can we redo template so impact has N/A or else scores will go down. Doesn't look good to have a zero as your score. Can we add impact and resources to template? Kim will email Sean Morton regarding updating the template.

- We might want to remove people that completed the pilot and do separately.
- SSS, Upward Bound, Trio.... don't report on academic calendar year. They will follow fiscal year
- Does template provide data for us?

Annual Report Discussion

- Athletics still working on report
- Sara Beth meeting with Natalia tomorrow for Financial Aid
- Ben Norris giving his reports a pass that were not here last year
- Cindy Herzog having computer difficulties and will send to Stephanie Loar to update spreadsheet
- 1st reviewer, Liz Medcalf, Publications still needs to complete review. Lea will let Liz know.
- John Lombardi: Where should 2nd reviewer go under Campus Labs?

- Using the rubric to go to each report, read the report then consult with first reader. Rubric is not in the Compliance Assist planning. Rubric is separate document which can be found on website. Ben will follow-up with John.

Next meeting: Review results