

AIEC Monthly Meeting Minutes

5/2/2022

3:00 PM

TEAMS

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

- **Pilot Update: Update Anthology Campus Labs, Planning: Discuss Piolet Project**
 - Sean Morton will coordinate meeting with Library, Ben Norris, Kim Rotruck, Doris Santamaria-Makang, and Natalia Buta and Anthology rep.
 - Dr. Rotruck found that overall average had decreased some due to COE being in the Pilot. Impact and Allocating resources were not included in pilot. Dr. Rotruck requested for items to be added to templates.
 - Sean Morton will coordinate with campus labs on getting items added to templates.
 - Lower scores were picked up by some units. Academic Affairs did decrease.
 - By using the Pilot, departments will be able to use all resources across the University. Members found it helpful, but more time is needed to discuss before early fall.
 - Where are we at in accreditation?
 - Sara Beth will not be able to do training and implementation this summer. She will not be able to lead effort. We will have a new Provost and lack of resources.
- **Annual Report discussion**
 - [Final ranking for 20.xlsx](#)
 - [Report template](#)
 - Everyone has completed 1st and 2nd reader for all departments.
 - Office of Gender Equality not included in the average for an division but is included in university average
 - Sara Beth will be updating and cleaning up draft. John Lombardi will be added as a member.
 - Dr. Norris: Not everyone used new reporting cycle. New TRIO direction will use new version. Could we progressively phase out the old template and start gradually using the new template?
 - We need to ask President how important this is and suggest President attend next meeting. Ask him for his suggestions and what he thinks Pilot will look like and bringing on new members.
 - Training? Dr. Ben Norris and Dr. Kim Rotruck are very willing to help take on a small group for training. Dr. Jill Morris also available to help starting in July 2022.

- **Red, Yellow, Green Analysis**
 - Anyone have any themes to share?
 - Dr. Ben Norris: Found the number of units that didn't submit reports to be very troubling. Many were not submitting. Including University Advancement, Financial Aid, CAAR.
 - Liz Nelson: University Advancement had turnover in the areas that didn't submit reports. Acting folks left and goals were not determined.
 - This was the same case with the CAAR and FA Offices
 - Admissions did not fully complete report.
 - Should AIEC say we will meet with these departments this Summer?
 - We are not offering as much professional development as we used to so we might need to explore a one-time option for new directors
 - Every year AIEC completed a separate analysis with separation actions.
 - Summer Retreat: Dr. Janet Mattern: Dept. Heads advocated for what they felt we needed resources for. Sara Beth may have completed analysis. Denise and Sara Beth trying to locate agenda from summer retreat.
 - AIEC actually did complete a report in February 2021 and we need to get it add it to the web
 - Did anyone's reports document the data about how many events and departments that were impacted by COVID?
 - Dr. Janet Mattern stated that SLAGG did collect data on how internships were affected by COVID, and many were documented in their reports

PROCESS FOR IDENTIFYING EXEMPLARY ASSESSMENTS IN DEPT. ANNUAL REPORTS:

- Dr. Rotruck: We don't know if any follow-through was done after process. Missing elements that were hard to find. Dr. Rotruck will lead the sub-group again this year
- Looking for 2021 exemplars.
- Dr. Rotruck and Sean will work on a couple sentences that describes the Pilot
- Sara Beth will follow-up with President
- Several campus members were on site teams (Denise, Ben, Sara Beth, Jill Morris, Jay Hegeman, President did)
- Good experience and many things that we need to improve on
- A lot of work but very worth it.
- Especially with budget we see things that we need to enhance
- **AIEC Recommendations for University Advisory Council**
 - Could this be a project for students in Marketing or Communication Departments? Business marketing? To develop plan. Have the students do something on campus
 - Please email SB or updated in the annual report draft. We will clean this up before June
 - If someone can come up with a description of duties for student workers. Sara Beth will start on this

Next Meeting: Monday, June 6th at 3:00 PM via TEAMS