

AIEC Minutes

Minutes AIEC: <https://www.frostburg.edu/academics/air/AIEC/aiec-minutes.php>

2/6/23

3:00 PM

Attendees: Ali Ashraf, Denise Murphy, Janet Mattern, Jeff Graham, Jill Morris, John Lombardi, Kiersten Bradley, Justin Dunmyre, Kim Rotruck, Lea Messman-Mandicott, Latisha Cooper, Lynn Ketterman, Sara Wilhelm, Sara-Beth Bittinger, Sean Morton

1. **MSCHE Self Study Design needs to be submitted by April 11, 2023.**
 - a. Self-study committee has begun to meet.
 - b. There will be stakeholder engagement activities over the next 60 days. Individuals will be asked to participate in working groups. A member of the steering committee will be assigned to the working group but will not chair it. They will be assigned as a liaison.
2. **Departmental Reporting**
 - a. Email went out in January reminding of annual deadline of February 15th. This is the reporting cycle for FY 2022.
 - b. The pilot is working through the same information. The reporting structure is not changing until after the self-study process is complete.
 - c. There is a question that is a duplicate that is still showing up that Latisha is working on.
 - d. Some restructuring issues are also being worked on.
3. **Reviews/Rankings**
 - a. Group is asked to go into the rankings spreadsheet and make any corrections to their divisions. (example: organizational changes, etc.)
 - b. Sara-Beth will begin to assign reviewers to units.

Next Meeting: March 6, 2023

Submitted By: Donnell H. VanSkiver, CAP, MEP, OM
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