

AIEC Minutes

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

10/3/2022

3:00PM

Attendees: Benjamin Norris, Justin Dunmyre, Janet Mattern, Jill Morris, Lea Messman-Mandicott, Sean Morton, Ali Ashraf, Victoria Gearhart, Latisha Cooper, Jeff Graham, Sara Beth Bittinger, Kim Rotruck, John Lombardi, Denise Murphy, Lynn Ketterman, Stephanie Loar

MSCHE Standards- criteria

- Would it be helpful to invite people from other departments?
- Jeff Graham agrees to get a group in the room to determine if these processes are in place already for Standard 4
- Janet Mattern: might be nice to create a tool or communication device to use for later if it's that person's area or responsible for engaging with the entire college
- do we think this is a more reasonable action plan?
- identify themes for policies and procedures for this standard
- we will look at results for next monthly meeting
- Who is leading this standard?
- 10 ppl were selected based on equal representation across campus
- Jeff Graham will help with this standard...report back to AIEC at next meeting. Sara Beth Bittinger, Ben Norris and Jeff will set up a meeting
- Who are the 3 institutional reps? Sara Beth, Sudhir Singh and Sara Wilhelm

12 days of assessment planning

- Jill did such a great job last year. Jill Morris will def help and would need to start working on it really soon.
- What would help? picking what the 12 things are going to be and collecting data sooner, so she knows what the students are singing
- Students sing and Jill handles graphics and edits
- could we have some of the days geared towards Middle States?
- Sara Beth will share a working document that group can add to
- Justin, Sara Beth and Sean had a meeting regarding compliance. Justin: Goal was to create linkage between departments strategic goals and dean's office strategic goals can be linked up. Renamed it dean office only strategic goal. Basically, by changing name on template...department can connect goals from department and dean's office
- connects dean's office to department's strategic goals
- Justin will create a video and will share out to all colleagues how they can create linkages, and this is the template to use

Sara Beth granted access to many users that couldn't access share document

No questions at this time

SB will send out shared document for 12 days of assessment. Idea generation done by October 14th.
Ben, Jeff & SB will meet to work on Standard 4 Criteria. Then they will survey those groups.

Next Meeting: November 7th at 3:00 PM