AIEC

October 5, 2020

Call to order: 3 PM

In person: Assyad Al-Wreikat, Sara-Beth Bittinger, Troy Donoway, Benjamin N Norris, Kim H Rotruck, Janet A Mattern, Latisha V Cooper, Lea Messman-Mandicott, Sara L Wilhelm

Teams: Cindy E Herzog, Jill A Morris, Jeff Graham, Victoria Gearhart

Absent: Liz A Nelson, Thomas D Sigerstad, Denise L Murphy, Sean Morton,

Special Guest: President Nowaczyk

AGENDA

1. Vice Chairperson, Troy Donoway
	1. Moved by Kim Rotruck
	2. Seconded by Janet Mattern
	3. Elected by acclamation
2. Update by President Nowaczyk – gave us a brief update during a break in the BOR retreat

AEIC is not really the “police” but identifying the gaps
Plans to provide an update again next month, including some expenditures related to strategic plan.
AEIC needs to help hold university accountable for strategic plan
We need to look at ways to tie the work together across units and connect work at the unit-level to the goals.
We will invite back to next meeting to discuss other items:

* 1. discuss disconnect between normal assessment reporting and strategic plan assessment reporting
	2. Can this information be added to the strategic plan website to show timeline and progress?
	3. Nice to be able to track this in Compliance Assist
	4. What are the President’s priorities for the year?
	5. Revisit timing of the cycle? Try to eliminate some lag time?
1. AIU MSCHE Report, Sean Morton – Sara-Beth will ask Sean to email
2. Groups / subcommittees Report
	1. Exemplar departments – Kim Rotruck
	Examined the units with “all fives”
		1. Nonacademic: OIT, Sponsored Programs
		2. Academic: CLAS, COE,
		3. Provide an example of an academic department: History was shared by Cindy Herzog with CLAS chairs
	2. Analysis of rubric – Janet Mattern
		1. Work to be done in January
		2. We wanted to do the first interrater reliability using Student Affairs (for example) – who should lead the conversation?
		3. Do we want to do it as an entire committee or only have the people who did the evaluation for that group do the activity?
		4. Let’s pick 3 units: 1 academic department, 1 Student Affairs until, 1 Admin & Finance unit
		5. Janet will pick three “cases” and distribute in December
		6. We will use the January 4 meeting to discuss
	3. 12 Days of Assessment – December 1-15 – Sara-Beth will work on plan for content and ask for assistance
3. Overview of Middle States peer report–Sara-Beth Bittinger
	1. <https://www.msche.org/accreditation/mid-point-peer-review-faq/>

Peer evaluators will look at 5-years of data (IPEDs, Financial, student achievement)
Team examines trend and provides report as part of cycle.
Student achievement looks good (by MSCHE standards)

Ask Denise to present on financial

No written report, just AIU (Annual Institution Update) – no required narrative or supplemental info

Cultivate a leadership group (especially faculty) who are peer evaluators.
[**https://www.msche.org/evaluators/become-an-evaluator/**](https://www.msche.org/evaluators/become-an-evaluator/)Identifying known peer evaluators (Dr. Nowaczyk would like to have at least 12)
Think about good people for this.

We need to start thinking about building a team for the next self-study.

1. Free Webinar:

**October 27 at 1:30 p.m. – 3:00 p.m.**

Featuring: SUNY Empire State College

This webinar is intended for those who want to learn more about approaches to assessing online administrative and student services through self-assessment and peer institutional consults. The expert panel, which includes a representative from SUNY Empire State College and others, will review instruments such as those available through the Online Learning Consortium and the OSCAR rubric.

**Free;** [**Learn more and register**](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgo.pardot.com%2Fe%2F578541%2Ff-online-methods-during-covid-%2F2jy9sc%2F428293406%3Fh%3DqxzSp8RpoSN3DM27_OLIMZXkFsdN4BUf4tcUBzuPj4Y&data=02%7C01%7Cbnnorris%40frostburg.edu%7C4e995d15697c479118a308d85e3ed935%7Cb8f95ed12a184246810403a67478d3a3%7C1%7C0%7C637362971309186080&sdata=bCJTTPVDlye8uAJmriAUi2ViGFAwj7msVpxje%2B7hllc%3D&reserved=0)

1. Discussion of replacing paper forms
2. Discussion of Compliance Assist – does it meet our needs?

Let’s start from what we need out of it, and then figure out the best solution.

Compliance Assist / Replacement group: Troy, Sean, Kim, Janet, Lea, Sara-Beth, Ben

1. Adjournment at 4:08 PM