AIEC Minutes

January 6, 2020

President Board Room

Call to order at 3:01 PM

In Attendance: Assyad Al-Wreikat, Sara-Beth Bittinger, Tish Cooper, Troy Donoway, Cindy Herzog, Michael Mathias, Janet Mattern, Lea Messman-Mandicott, Jill Morris, Denise Murphy, Kim Rotruck, Tom Sigerstad, Sara Wilhelm

Absent: Jeff Graham, Liz Nelson, Beth Thomas

1. Minutes from 11/4/19 – Approved, unanimous
2. Exemplar department policy review and implementation

Electronic vote to approve was unanimous. Thanks to Kim Rotruck for pulling this process together.

Sara-Beth: Should we have a timeline? When is best?

Kim Rotruck: Best to do this right after we review reports (RYG analysis)

Janet Mattern: Add to II – AIEC subgroup will do work after the conclusion of the review cycle

1. Review Institutional Effectiveness Cycle document and feedback

Tom Sigerstad: Cycle document does not

Troy Donoway provided a graphic of what the reporting/assessment cycles look like (fiscal, academic, and calendar years) in 12 Days of Assessment Day 4 – this should

Sara-Beth: I can send this out again. Maybe this needs its own meeting? I don’t want to tax this group with an extra meeting.

Ben: Maybe a subgroup?

Jill, Lea, Sean Morton, Latisha, Jeff Graham(?), Liz Nelson(?) - Jill will lead

1. Reports Due February 15th Notice Strategy

Instructions last year created some consternation.

Janet: Can we have a recording?

Ben and Sara-Beth will work with Rita to make video and update still images.

We need to add Troy’s graphic to the instructions.

What should the report be called?

 We agree that it goes in year 2019

Lengthy discussion about the dates – Planning prepopulates the FY dates

Janet: Clarify that are expecting some supporting evidence and data (could be qualitative vs quantitative) – does not need to be in the text box but it could be attached

We need to include the rubric in the instructions.

1. Review MSCHE Requirements/Recommendations

Ben: There is a common theme for most of these related to assessment. I feel like we have made progress on most of these except the USMH lower division course issue.

Sara-Beth will reach out to advising coordinators for COE and COB and Chris Masciocchi for PSYC to see if this is still an issue

Kim: We need to work more on the Transparency on relation between resource allocation and outcomes of assessment (effectiveness and learning). We are doing this a little bit but we need to be more communicative and transparent.

Ben: We did this back with the last monitoring report – we wrote vignettes about closing the loop. We need to do this more frequently. Can we get the VPs to help here? When they takeover the president’s email, can we get them to include a similar vignette? We’d need to write them.

Assignment: Think about possible vignettes in your area, college, or division

Lea: Can we mine the Efficiency and Effectiveness report?

Put these on the agenda for February.

1. Middle States Conference Report (Holding until February)

Sara-Beth, Mike, and Jeff have not had a chance to meet and distil their experiences. They will make a presentation in February.

1. Feedback on 12 Days of Assessment?

Mostly good feedback. Troy’s day was well received. The folks who run this behind the scene appreciated the different approach and variation of materials.