AIEC Minutes

February 3, 2020

President Board Room

Call to order at 3:00 PM

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

Guest: Lisa Hersch (HR)

Absent: Lea Messman-Mandicott

1. Minutes from January 6, 2020 – Approved, unanimous
2. Update on subcommittee Review Institutional Effectiveness Cycle document and feedback

Remove the fall/spring/summer information – people often jump into the cycle at different points, be on different calendars

Work being done on timeline to match current dates/practices and include Troy’s graphics

* e.g. departmental budget requests based on assessment of previous plans due March/April so that Deans/VPs can build budgets in May and Denise can load in June
* Planning retreat in July

Headings were updated to be user friendly

Add Sean Morton as Compliance Assist / Planning contact

1. Review MSCHE Requirements/Recommendations that we need update

Mike and Ben and Sara-Beth to work on this and present a game plan in March.

1. Middle States Conference Report

Sara-Beth and Mike and Jeff have not met yet to determine what should be shared. Sara-Beth shared some resources from the meeting with agenda:

Visit [https://go.msche.org/2019-Annual-Conference-Presentations](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgo.msche.org%2F2019-Annual-Conference-Presentations&data=02%7C01%7Cbnnorris%40frostburg.edu%7Cfb6a6294d4024e262de108d7a8cd2620%7Cb8f95ed12a184246810403a67478d3a3%7C1%7C0%7C637163472293790940&sdata=aOpLwGMfWEUVY7Mftc4OL2ZLYtoYEkYgSoeSFuJAyfE%3D&reserved=0)  and use MSCHE19sessions as your passcode.

1. Reports Due February 15th Notice Strategy

We are trying to keep the model of 1 in the division and 1 external to the division

At least one VP wants to see the assignments

Reviewers take about a month to make ratings (March 15), then meet to discuss and come to an agreement

Due to AIEC by April 6

Report due to President / UAC in May

Discussion about reviewing one’s own report and some reassignments to adjust.

Rubric has been updated to remove “Assessment” as AIEC though this category was redundant.

Sara-Beth thanked Ben for making instructional video.

Sara-Beth agreed to meet with new reviewers.

Other adjustments to potentially streamline reviews.

Members agreed to assignments.

1. Meeting in March – Sara-Beth and Mike will not be here on March 2

Let’s check in on March 9 about review progress.

Adjourned at 3:40 pm