

## **AIEC Monthly Meeting Minutes**

**January 10, 2022**

**3:30 PM**

### **TEAMS**

Meeting Attendees: Sara Beth Bittinger, Victoria Gearhart, Cindy Herzog, John Lombardi, Janet Mattern, Lea Messman-Mandicott, Jill Morris, Sean Morton, Denise Murphy, Liz Nelson, Kim Rotruck, Thomas Sigerstad, Stephanie Loar, Sara Wilhelm.

- **Pilot Update: Update Anthology Campus Labs, Planning: Discuss Pilot Project**
  - Sean Morton: No update at this time
  - Sara Beth will send out a campus communication this week
  - Sean will upload training resources
- **Strategic Planning Assessment for initiatives, Sara-Beth Bittinger**
  - [https://frostburg-my.sharepoint.com/:w:/g/personal/sbittinger\\_frostburg\\_edu/EU1liReV06pCpRvcHs4CGN0BNQbcu8BOCsanzlRoJlfz77w?e=puysF9](https://frostburg-my.sharepoint.com/:w:/g/personal/sbittinger_frostburg_edu/EU1liReV06pCpRvcHs4CGN0BNQbcu8BOCsanzlRoJlfz77w?e=puysF9)
  - Ben has rolled out assessment plan for CAAR Office
  - Janet Mattern provided editorial updates
  - EAA Software: Ben conducted this in phases
  - Enhance Recruiting Efforts: Natalie Wagoner provided metrics and will report back on effectiveness.
  - Regional Development & Engagement: Science Challenger Center Coordinator, Kim Rotruck is AIEC Reviewers, and she has already provided her feedback/questions/suggestions. Kim said no plans or outcomes to be measured, it's more descriptive. Amy wanted to know how to evaluate students and their progress. We can give feedback but this isn't our wheelhouse.
  - Marketing Ologie Project/Branding, Liz Nelson reviewed and provided outcome/feedback. Liz: Need to have better way to share across campus. Liz shared this with John Short.
  - IT Security/Multifactor. AIEC Reviewer, Denise Murphy provided suggestions. Denise is checking in with Tim on if this has been fully implemented.
  - SoftDocs: No update provided to access.
  - Grants/Tracking: Setbacks with the new RP system. Sara Wilhelm will provide update. We are waiting on decision to be made. Sara will update document to reflect updates.
  - Dr. Graham worked with Robin on assessment plan, benchmarks have been added.

- Graduate Services: we haven't made much progress, but we are trying
- Comprehensive Campaign: being paid for by profile. Allowing us to make a mailer issue for alumni/friends. Any ideas reach out to Liz or share in document.
- Purchase LinkedIn Learning for campus: Lea provided feedback/suggestions. Lea has not spoken with Lisa about this yet. Any way staff/faculty can discuss various sessions (question for Lisa)
- Are we good with AIEC Rubric? Kim: We might want to look at Pilot rubric. It shouldn't have to change anything. Janet: Pilot should help strengthen rubric.
- John: Can John share document with Senate Steering? Both documents and minutes can be shared. Keep in mind "It's a draft."
- **Annual Report discussion** - Annual Reports are due February 15, 2022.