

AIEC Agenda

October 2, 2023

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

3:00 PM

Attendees: John Lombardi, Kaena Smith, Denise Murphy, Janet Mattern, Jeffrey Graham, Lynn Ketterman, Michael Williams, Ali Ashraf, Sean Morton, Jill Morris, Sara Wilhelm, Janet Mattern, Latisha Cooper, Kim Rotruck

Absent: Sara-Beth Bittinger

1. Review August Minutes

Reviewed and no changes needed

2. Training Update, Kim and Jeff

Currently planning two separate trainings. Jeff will be training on non-academic units with a total of three sessions (October 19th, November 17th and December 12th). Kim will be training on academic units and making changes to the presentations to help the departments look at the process of using the rubric.

3. 12 days of assessment call for volunteers and a timeline for submissions, Jill has agreed to coordinate

1. Work group on Middle States (divide into three days)
2. Feature something from the Library like we did two years ago.
3. Highlight the new colleges
4. One day each for Dean (three days)
5. One day for the President
6. One day for the Provost
7. How we are assessing our classes in HUTB
8. Mission statement.

4. MSCHE update, Janet and Sara

Middle States Steering Committee met last week and they are in the documenting stage, reviewing criteria, and some groups have begun drafting their reports. They are taking requests from each standard workgroup on specific data collection requested.

- a. **Sean to share about report generation in Compliance Assist/Planning** – met with a representative and we will have to go with a PDF. There is no other format to use, so we will move forward with PDF that will contain separate sections for each report divided by division.

5. Annual Report update, have depts who did not submit, submit and were they evaluated?

Jeff offered to help Travis Hitchins and Denise Murphy on the Financial Aid report for FY 2023

- a. **SLAAG/GLAAG** Update given by Janet Mattern

6. **FYI: President's sessions Mission Review process and survey**
Survey was sent out by the President and he will be holding an open session to review results.
7. **Committee membership updates**
No updates
8. **Review Institutional Effectiveness Plan**
Call for any changes or updates. John suggests we look at what we mean by "Student Centered." What does it mean for FSU?
9. **Review AIEC charter**
Call for suggestions/comments. No suggestions or comments.