

AIEC Minutes

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

11/6/23

3:00 PM

Attendees: Sara-Beth Bittinger, John Lombardi, Janet Mattern, Jill Morris, Sara Wilhelm, Sean Morton, Jeffrey Graham, Lea Messman-Mandicott, Victoria Gearhart, Ali Ashraf, Raegan Hawk

1. Review August [Minutes](#)
 - a. Minutes were approved
2. Training Update, Kim and Jeff
3. 12 days of assessment call for volunteers and a timeline for submissions, Jill has agreed to coordinate.
 - a. Song is drafted and will be recorded soon. Jill provided lyrics in the chat and said everything is on track.
 - b. Need to build in time to send to Nicole for her to do what is needed for YouTube.
 - c. Dec. 1st will be the first day of assessment.
 - d. Ali will send write-up about China programs to Jill and she will add photos.
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, Compliance Assist Reports shared.
 - a. Drafted five annual reports for the system; posted on Middle States Teams site under "Standards → Data → Compliance Assist → Strategic Enrollment Management Plan," but they may need to be "massaged" to make more user friendly
5. [Annual Report update](#), have depts who did not submit, submit and were they evaluated?
 - a. [SLAAG/GLAAG](#)
 - i. Waiting on one dept. to finish their assessment; hoping to have within the next 30 days
 - ii. Sara-Beth asked John to confirm who IPR person is. He later mentioned in the chat that he thinks it's Michael Williams
6. FYI: President's sessions Mission Review process and [survey](#)
 - a. President sessions concluded

7. Committee membership updates, all
8. Review Institutional Effectiveness [Plan](#)
9. Review AIEC [charter](#)
 - a. Make sure there are no edits.
10. Other
 - a. Sara-Beth said she hopes to see everyone for mapping session.
 - i. Make sure Michael Williams is included
 - b. Janet inquired if there will there be an invite for the Tuesday afternoon mapping session. Per Sara-Beth, she wasn't planning on it, but if anyone would like an invite, they can send her an email and she'll send one out.

Next Meeting: December 4, 2023

Minutes Submitted By: Raegan L. Hawk
Executive Administrative Assistant I