

AIEC Agenda

December 4, 2023

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

3:00 PM

Attendees: Janet Mattern, Sara Wilhelm, Lea Messman-Mandicott, Kim Rotruck, Lynn Ketterman, Jeff Graham, Denise Murphy, Sean Morton, Michael Williams, Latisha Copper, Ali Ashraf, Kaena Smith

1. Review November Minutes

Reviewed and approved

2. 12 days of assessment update, Jill

Jill was not in attendance, no update

3. Annual Report update, have depts who did not submit, submit and were they evaluated? Confirm all completed.

Denise and Travis are still working on Financial Aid (FY 2023). Jeff is working with Sean to remove 2 years prior (FY 21 and FY 22) when there was no leadership in that role. Denise will follow up with Sara-Beth on the procedure of leaving or removing the previous years from documentation.

PASS – no reports were done due to leadership change and reorganization in that area.

7. Finalize: Review Institutional Effectiveness Plan

All move to approve

8. Review AIEC charter

All move to approve

9. Other

None

Adjourned at 3:15pm