


AIEC Minutes

March 4, 2024 – 3:00 PM

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

Attendees: Sara-Beth Bittinger, Victoria Gearhart, Lynn Ketterman, Jill Morris, Lea Messman-Mandicott, Ali Ashraf, Lori Kimble

1. No February meeting [minutes](#)
2. Review rubric assignments:  [Rubric Assign 2023.xlsx](#)
 - Sara-Beth shared the spreadsheet, noting that she added Column A to shuffle by division in order to reconfigure things. Everyone is paired up for the assignment. Kim Rotruck is still out on medical leave. Sara-Beth put herself with Kim. Everyone is okay with their assignments.
 - The rubric is [here](#).
3. Due dates:
 - a. First Review 3/15/24 (Admissions/Provost's Office asked for extension until March 1st) Admissions has asked for an extension.
 - b. Second Review 3/29/24
 - c. Report Themes During April 1, 2024 regular AIEC meeting.
 - The rubric link is in the Agenda. That is ow you will figure out the red, yellow, green analysis. This will culminate the writing of our next report.
 - Put notes in terms of feedback, lessons learned, areas for improvement.
4.
 - a. Mission review process
 - This process has been recognized by Middle States as the standard and has been very favorably reviewed. This group will be asked about the process. Would like us all to be on the same page.
 - b. MSCHE Self-Study Update
 - Review the self-study design document. Look for communication for some of the points of pride – what we are doing well and what we can improve upon.

Next Meeting:

Minutes Submitted by: Lori B. Kimble