

## AIEC Minutes

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

5/15/2023

3:30 PM

**Attendees:** Janet Mattern, Jeff Graham, Kaena Smith, Kiersten Bradley, Lynn Kettermann, Sara Wilhelm, Sara-Beth Bittinger, Victoria Gearhart, John Lombardi, Ali Ashraf, Lea Messman-Mandicott, Denise Murphy

### AIEC Ratings:

#### 1. Suggestions for ratings:

- Give an N/A instead of a zero within the first year
- Individuals in positions longer have conversation with persons that are new in the position and not familiar with their new responsibilities and how to do things correctly.
- Do a refresh training instead of the PowerPoint that gets sent out since there are so many new people
- Individuals that have been around and doing this longer could arrange a small group that can help new directors in their positions
- End of summer/beginning of fall, have in person trainings for individuals that need assistance and guidance.
- More involvement from the department as a whole in the case of the director needing to step out unexpectedly
- New training opportunities

Meeting adjourned at 3:30 pm

**Next Meeting:** June 5, 2023

**Submitted By:** Kaena Smith

Project Management Specialist