

## AIEC Minutes

Attendees: Kiersten Bradley, Sean Morton, Latisha Cooper, Sara Wilhelm, Justin Dunmyre, Kim Rotruck, Sara-Beth Bittinger, Kaena Smith, Ali Ashraf

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

6/12/2023

3:00 PM

### **AIEC efforts to better facilitate university-wide strategic planning and assessments:**

1. Provide focus on professional development and training that supports improving institutional assessment aligned with MSCHE standards and criteria. There has been a decrease in the university average.
2. Ensure all VPs direct reports have a performance goal related to Middle States Self Study.
3. Ensure all departments have departmental goals related to Middle States Self Study.
4. Sara-Beth will continue working with the President and Cabinet to ensure alignment with strategic planning reporting.
5. Provide Training on reporting and knowledge transfer beyond unit leads.
6. Create a reporting structure that ensures that the institutional assessment system is sustainable.

### **AIEC Recommendations for the University Advisory Council:**

1. Action priorities – look at all criteria, updated sources, and information provided by the self study team. We have some areas that have some gaps and need attention. Perhaps incorporating a student project opportunity to develop and implement a plan.
2. Dedicate resources to update the university's strategic plan progress on the website.
3. Looking for direction on how to handle departments that do not provide a report. This is a repeat of previous years and needs to be addressed this year.
4. Proposing that we secure other administrative support beyond the Office of the Provost to support AIEC and MSCHE Steering Committee. Suggestion by Justin Dunmyre made to rotate this support between offices each year.
5. Have focus meeting time each month – make sure we are talking about the middle states self study project.

### **Future agenda items:**

1. Natalie Wagoner will join July's meeting to speak on her stem plan project
  2. Nicole McDonald will join August's meeting to provide an update on the university branding.
- (These are our priorities for self study)

3. Strategic planning initiatives – much of this included in the stem plan. Sara-Beth is following up with the President on this.

4. Invitations to the retreat went out and scheduled for July 31<sup>st</sup>, from 9:30-12:00. if you did not receive an invitation, please reach out to Donnell for more information.

Meeting adjourned at 3:17 pm

**Next Meeting:** July 10, 2023

**Submitted By:** Kaena Smith  
Project Management Specialist