

AIEC Meeting Summary

Date: 6/2/25

Facilitator: Sara-Beth Bittinger

Main Topics:

1. Agenda & Meeting Purpose

- Kane absent; agenda emailed.
- Tidying up FY25 report details and preparation.
- Substitute platform for Compliance Assist discussed.

2. FY25 Report & Archiving

- FY25 reports will be stored centrally in Microsoft Teams.
- Anthology archiving progress minimal; Sean to revisit this.
- A master PDF exists for Middle States; a new FY25 version needed.

3. Transition from Compliance Assist

- Compliance Assist will sunset on July 1.
- Microsoft Teams will serve as the new repository for program reviews and department reports.

4. Volunteers for Meeting with Tim

- Jessica and Sara-Beth will lead.
- Jeff Graham volunteered to help as needed.

5. Report Rubric & Feedback

- Some departments met with Yum and Sean to improve goal alignment.
- Final rubric scores to be updated this week.
- Report edits expected by mid-June.

6. Strategic Plan

- Subset of UAC, led by Sara-Beth and Justin Dunmyre, working on updates.
- Request for volunteers to present AIEC report and provide input on strategic priorities.

7. Feedback to Departments

- Janet suggested Deans and VPs share rubric feedback with departments.
- Focus especially on departments experiencing transitions.
- Agreement to include VPs on feedback communications.

8. Departmental Mergers & Transitions

- Ali noted departmental restructuring within the College of Business.
- Stressed importance of leadership during transitions and documentation transfer.

9. Summer Planning Meeting Presenters

- **AIEC Report:** Janet and Sara-Beth
- **SLAAG/GLAAG Report:** Janet and Sara-Beth
- **Strategic Plan Update:** Jeff Graham

10. Next Steps

- Two assignments will be emailed:
 - 1. Review final AIEC report.
 - 2. Review strategic planning results and provide feedback.

Action Items

Task	Person(s) Responsible	Due Date
Finalize FY25 PDF report	Sara-Beth	Mid-June
Update rubric scores	Yum, Sean	End of this week
Archive reports in Microsoft Teams	Sean (Anthology); All departments	Ongoing
Share rubric feedback with departments	Deans, VPs	After final rubric update
Meet with Tim regarding report substitutes	Jessica, Sara-Beth, Jeff	Next week
Finalize and present AIEC/SLAG reports	Janet, Sara-Beth	July 29
Present strategic planning update	Jeff Graham	July 29
Review strategic plan results	All members	Prior to July 29
Coordinate with Justin for UAC strategic plan group	Sara-Beth	Ongoing

1. Summary

Meeting

title AIEC Monthly Meeting

Attended participant

s 10

Start time 6/02/25, 2:55:27 PM

End time 6/02/25, 3:19:16 PM

Meeting

duration 23m 49s

Average

attendance

time 19m 39s

2. Participants

Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role
Sara-Beth Bittinger	6/02/25, 2:57:34 PM	6/02/25, 3:18:14 PM	20m 40s	sbittinger@frostburg.edu	sbittinger@frostburg.edu	Organizer
Ali Ashraf	6/02/25, 2:55:30 PM	6/02/25, 3:18:16 PM	22m 46s	aashraf@frostburg.edu	aashraf@frostburg.edu	Presenter

Victoria M Gearhart	6/02/25, 2:56:29 PM	6/02/25, 3:18:16 PM	21m 47s	vmgearhart@frostbu rg.edu	vmgearhart@frostbu rg.edu	Presen ter
Latisha V Cooper	6/02/25, 2:58:41 PM	6/02/25, 3:18:15 PM	19m 33s	lvcooper@frostburg. edu	lvcooper@frostburg. edu	Presen ter
Janet A Mattern	6/02/25, 2:58:59 PM	6/02/25, 3:18:14 PM	19m 14s	jamattern@frostburg .edu	jamattern@frostburg .edu	Presen ter
Jessica Grater	6/02/25, 2:59:15 PM	6/02/25, 3:18:13 PM	18m 57s	jgrater@frostburg.ed u	jgrater@frostburg.ed u	Presen ter
Sean Morton	6/02/25, 2:59:31 PM	6/02/25, 3:18:13 PM	18m 42s	SMorton@frostburg. edu	SMorton@frostburg. edu	Presen ter
John Lombardi	6/02/25, 2:59:42 PM	6/02/25, 3:19:16 PM	19m 34s	JLombardi@frostbur g.edu	JLombardi@frostbur g.edu	Presen ter
Jeffrey L Graham	6/02/25, 3:00:13 PM	6/02/25, 3:18:15 PM	18m 2s	jlgraham@frostburg. edu	jlgraham@frostburg. edu	Presen ter
Michael R Williams	6/02/25, 3:00:59 PM	6/02/25, 3:18:16 PM	17m 17s	mrwilliams@frostbur g.edu	mrwilliams@frostbur g.edu	Presen ter

3. In-Meeting Activities

Name	Join Time	Leave Time	Duration	Email	Role
Sara-Beth Bittinger	6/02/25, 2:57:34 PM	6/02/25, 3:18:14 PM	20m 40s	sbittinger@frostburg .edu	Organizer
Ali Ashraf	6/02/25, 2:55:30 PM	6/02/25, 3:18:16 PM	22m 46s	aashraf@frostburg.e du	Presenter
Victoria M Gearhart	6/02/25, 2:56:29 PM	6/02/25, 3:18:16 PM	21m 47s	vmgearhart@frostbu rg.edu	Presenter
Latisha V Cooper	6/02/25, 2:58:41 PM	6/02/25, 3:18:15 PM	19m 33s	lvcooper@frostburg. edu	Presenter
Janet A Mattern	6/02/25, 2:58:59 PM	6/02/25, 3:18:14 PM	19m 14s	jamattern@frostburg .edu	Presenter
Jessica Grater	6/02/25, 2:59:15 PM	6/02/25, 3:18:13 PM	18m 57s	jgrater@frostburg.ed u	Presenter

Sean Morton	6/02/25, 2:59:31 PM	6/02/25, 3:18:13 PM	18m 42s	SMorton@frostburg. edu	Presenter
John Lombardi	6/02/25, 2:59:42 PM	6/02/25, 3:19:16 PM	19m 34s	JLombardi@frostbur g.edu	Presenter
Jeffrey L Graham	6/02/25, 3:00:13 PM	6/02/25, 3:18:15 PM	18m 2s	jlgraham@frostburg. edu	Presenter
Michael R Williams	6/02/25, 3:00:59 PM	6/02/25, 3:18:16 PM	17m 17s	mrwilliams@frostbur g.edu	Presenter