


AIEC 3/3/25

3:00PM

Attendees: Victoria M Gearhart, Janet A Mattern, John Lombardi, Gregory J Wood, Jeffrey L Graham, Denise L Murphy, Sean Morton, Ali Ashraf, Sara L Wilhelm, Kaena E Smith, Michael R Williams, Jessica Grater, Yum Nguyen, Randall A Lowe,


Agenda:

Here are the rubric assignments and editable working form:  [Rubric Assign 2024.xlsx](#)

Please update your organizational structure as needed for your division. This is the org framework for 2024, so reporting should be for structures in 2024.

The rubric is [here](#).

Due dates:

- First Review 3/14/25
- Second Review 3/28/25
- Report Themes During April 7, 2025 regular AIEC meeting.
 - Share highlights document  [Self Study Highlight Document.docx](#)
 - Review Synergies across standards
 - Anticipate questions
 - Resources:
 - <https://www.msche.org/module-seven-selection-of-the-team-members-the-team-chairs-preliminary-visit-and-hosting-the-self-study-evaluation-visit/>
- Annual Reports
 - Dear Department Chairs and Directors,

On behalf of the [Assessment and Institutional Effectiveness Council \(AIEC\)](#), we would like to remind all department chairs and directors that their unit-level annual departmental reports are to be submitted in Compliance Assist/Planning by **February 18, 2025**.

Training resources on how to submit and create a report are attached. Special appreciation to Drs. Rotruck and Graham for providing several trainings to department chairs/unit directors over the past year. Please note this is part of our institutional effectiveness [plan](#) and assessment system [process](#).

Also please note the AIEC will use a [rubric](#) to evaluate reports. Previous, AIEC summary reports can be found [here](#) that include previous analysis.

Please reference the attached email to determine the reporting period (Fiscal, Calendar, Academic Year **2024 is the reporting period to be entered in **FY2024** in Compliance Assist Planning).**

Council membership includes the following individuals:

1. Ali Ashraf, College of Business, Engineering, and Computational & Mathematical Sciences
2. Denise Murphy, (AIEC Vice Chair) Administration and Finance

3. Janet Mattern, College of Education and Health & Natural Sciences
4. Jeff Graham, Student Affairs
5. Greg Wood, College of Arts, Humanities, and Social & Behavioral Sciences
6. John Lombardi, Faculty Senate Representative
7. Yum Nguyen, College of Education and Health & Natural Sciences
8. Latisha Cooper, Academic Affairs
9. Randall Lowe, Academic Affairs
10. Lynn Kettermann, University Advancement
11. Michael Williams, Institutional Priorities and Resources Committee
12. Sara-Beth Bittinger, (AIEC Chair) Academic Affairs
13. Sarah Wilhelm, Regional Development & Engagement/Staff Senate designee
14. Sean Morton, Academic Affairs
15. Victoria Gearhart, Academic Affairs

If you have any questions, please reach out to any member of the AIEC.

Sara-Beth Bittinger

3:03 PM

Yes, I know that the team has actually made a request of to meet with department unit heads from.

Administrative areas and auxiliary like outside of the academic enterprise, one of the team members I'm assuming on standard six has asked to have a separate meeting. So I have set that up.

And I've asked for some suggestions from this group of some good reports.

That might be able to be in that meeting.

I have a preparation meeting at 4:00.

I believe tomorrow for colleagues who might be already be in that meeting, I went in and looked at compliance, assess last week and I identified a few people to have.

A prep meeting.

But if those people don't feel comfortable, I'm not.

You know, I don't wanna.

I wanna take anyone out of their comfort zone, but I think they just wanna know about the process at the, you know, level.

So are there any?

And also there's other meetings happening at the same time, so.

I have to kinda also have that framework so.

I know Denise had recommended.

Lisa Hirsch and Tim Palekkey.

Tim is available, but Lisa is not because she is in another meeting.

Meeting.

I I think Chris Christie Burke, also Chrissy, also has a same situation.

There's a conflict.

She's in another meeting.

So does any are there any suggestions of good reports and good showing of unit level department heads?

Who would be good to be in this meeting?

Jeffrey L Graham

3:05 PM

So what's the title of this specific meeting?

Because it sounds like this was an add-on or.

Sara-Beth Bittinger

3:05 PM

Yeah, it was additional meeting I I sent.

I sent an e-mail to a couple people on Aiec last week, but it's basically, I don't know, Jeff at this point.

I'm driving, so let's see. I think it is.

Jeffrey L Graham

3:05 PM

OK.

That's all right.

Sara-Beth Bittinger

3:05 PM

11:00.

Oh, that's may.

I'm like, oh, my God, there's nothing on my calendar.

Oh heavens, I was making a dental appointment for my daughter. So sorry.

I think it is at.

It's either 11:00.

I think it's 11:00 on Tuesday.

It's all of that meeting, OK?

Start that meeting.

Must be Monday.

Monday.

Represent her ministry of departments, yields and divisions regarding departmental unit assessment reporting.

It's from 11:00 to 11:15 in.

Lilene center.

Jeffrey L Graham

3:06 PM

OK.

I I can get you some names for that from the division formerly known as Student Affairs.

Sara-Beth Bittinger

3:07 PM

Yay, thank you.

I appreciate that from the artist that's was formerly known as Prince. Thank you.

If anybody else has any suggestions in the review, I think I included Victoria as a unit head and also somebody who sits on this committee is a good one.

Polly Clark was another one.

I went in and looked at her report.

Tisha, I see you on this call. And I wasn't expecting that.

I hope that you're doing OK and I.

I I was looking.

I can't find your unit level report and I know that you did it. So maybe when you get a chance, if you could maybe let me send a screenshot of how it's organized, because I know division, I know the Department of Change names and I just think I.

Looking in the wrong spot, so if you could help me with that that would be really appreciated. If anybody else needs support in terms of getting.

Units to submit their information.

I know there's a couple of departments.

In on the academic side that I didn't see a report.

So that's not, that's not good.

So we need to.

We need to get them.

We need to get after them, so if anybody needs help with that, CC their boss and get that completed.

And that's all business matters that I have.

I do know that we're gonna. We've been asked to look at.

Initiatives and.

Sara-Beth Bittinger

3:09 PM

Go ahead and.

I have to get around this turn.

Sorry, it's like a lot going on today.

Jeffrey L Graham

3:09 PM

Put both hands on the wheel.

Sara-Beth Bittinger

3:09 PM

Gotta get one through one more turn.

Jeffrey L Graham

3:09 PM

So.

Sara-Beth Bittinger

3:09 PM

OK, both hands down the wheel and you should be able to hear me as soon as I get around this turn.

OK.

Well, if there's no other updates, we'll go ahead and adjourn.

Is that cool?

Jeffrey L Graham

3:09 PM

I added Patrick O'Brien in the chat, so Kanea had a record of it.

He would be good for that assessment unit assessment meeting you were talking about? Yep.

Sara-Beth Bittinger

3:09 PM

OK.

Perfect. OK.

Thank you so much.

All right. Take care, everybody.

Meeting adjourned at 3:10PM