

	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role
<i>Sara-Beth Bittinger</i>	2/03/25, 3:29:25 PM	2/03/25, 3:45:21 PM	15m 55s	sbittinger@frostburg.edu	sbittinger@frostburg.edu	Organizer
<i>John Lombardi</i>	2/03/25, 3:28:31 PM	2/03/25, 3:45:28 PM	16m 57s	JLombardi@frostburg.edu	JLombardi@frostburg.edu	Presenter
<i>Gregory J Wood</i>	2/03/25, 3:28:39 PM	2/03/25, 3:45:23 PM	16m 43s	gwood@frostburg.edu	gwood@frostburg.edu	Presenter
<i>Michael R Williams</i>	2/03/25, 3:28:40 PM	2/03/25, 3:45:22 PM	16m 42s	mrwilliams@frostburg.edu	mrwilliams@frostburg.edu	Presenter
<i>Sara L Wilhelm</i>	2/03/25, 3:28:49 PM	2/03/25, 3:45:21 PM	16m 31s	slwilhelm@frostburg.edu	slwilhelm@frostburg.edu	Presenter
<i>Janet A Mattern</i>	2/03/25, 3:28:57 PM	2/03/25, 3:45:18 PM	16m 21s	jamattern@frostburg.edu	jamattern@frostburg.edu	Presenter
<i>Victoria M Gearhart</i>	2/03/25, 3:29:15 PM	2/03/25, 3:45:19 PM	16m 3s	vmgearhart@frostburg.edu	vmgearhart@frostburg.edu	Presenter
<i>Sean Morton</i>	2/03/25, 3:29:44 PM	2/03/25, 3:45:21 PM	15m 36s	SMorton@frostburg.edu	SMorton@frostburg.edu	Presenter
<i>Jeffrey L Graham</i>	2/03/25, 3:29:48 PM	2/03/25, 3:45:22 PM	15m 33s	jlgraham@frostburg.edu	jlgraham@frostburg.edu	Presenter
<i>Randall A Lowe</i>	2/03/25, 3:30:00 PM	2/03/25, 3:45:20 PM	15m 19s	rlowe@frostburg.edu	rlowe@frostburg.edu	Presenter
<i>Yum Nguyen</i>	2/03/25, 3:30:04 PM	2/03/25, 3:45:22 PM	15m 18s	anguyen@frostburg.edu	anguyen@frostburg.edu	Presenter
<i>Latisha V Cooper</i>	2/03/25, 3:31:12 PM	2/03/25, 3:45:22 PM	14m 10s	lvcooper@frostburg.edu	lvcooper@frostburg.edu	Presenter

AIEC
2/3/25

Victoria M Gearhart <vmgearhart@frostburg.edu>; Janet A Mattern <jamattern@frostburg.edu>; **Lynn B Ketterman <LKetterman@frostburg.edu>;** John Lombardi <JLombardi@frostburg.edu>; Latisha V Cooper <lvcooper@frostburg.edu>; Gregory J Wood <gwood@frostburg.edu>; Jeffrey L Graham <jlgraham@frostburg.edu>; Denise L Murphy <DMurphy@frostburg.edu>; Sean Morton <SMorton@frostburg.edu>; Ali Ashraf <aashraf@frostburg.edu>; Sara L Wilhelm <slwilhelm@frostburg.edu>; Kaena E Smith <kesmith@frostburg.edu>; Michael R Williams <mrwilliams@frostburg.edu>; Jessica Grater <jgrater@frostburg.edu>; Yum Nguyen <anguyen@frostburg.edu>; Randall A Lowe <rlowe@frostburg.edu>

Agenda:

- [Review Final](#) review narrative and corresponding evidence in teams' site
- 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 Ketterman, 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.

Transcript

February 3, 2025, 8:31PM



Sara-Beth Bittinger 0:03

My screen.

We kind of have two big themes to address today.

One is preparation for the middle states.

Self study visit team, which will be occurring on March 9th through the 12th.

We're in the process of.

Finalizing the schedule with the team.

They have a copy of our self study as well as you have the ability to make sure.

Or that you access it and review it in particular.

It's very important for this group to read standard six and seven as it relates to resource allocation, planning and shared and governance.

So there's two methodologies for you to review the document.

One in the internal portal.

And.

The other one is in the Middle states team.

Microsoft Teams site for the team and I believe all of you are within that team.

So there is 22 areas for you to review that document.

Also for.

Brevity and in spirit of.

Of doing a summary, we also the steering committee put together a highlight document and I'm going to share at the end of this meeting or I can actually share it while I'm talking to you guys, I'll share a copy of this agenda which has the link to the.

Self study summary and that is.

Executive summary of the intro and the conclusions as well as bystander evidence of findings, the and recommendations for.

Improvement.

I think it's important for this team to really make sure that you are can speak to the process for which this group behaves in the institutional effectiveness cycle, which we're going to talk a little bit about.

In the latter part of this meeting, I do want to welcome.

Yum to the group as the associate Dean for.

The College of Education, Health and Natural Sciences, as well as Doctor Wood, who is representing the Assessment Committee from his college Dr. Wood, was was on our committee years ago.

And I'm I'm just grateful for both of your.

Attendance and participation on the AIEC.

Additionally, back to the self study sort of reviewing synergies across standards and like I said, I know Denise might be late to this meeting, but she was the Co lead on Standard 6 as well as standard 5 which talks about the culminating assessment report as it informs the.

Institutional effectiveness process, so that is doctor Mattern Standard 5.

And then standard seven doctor Lombardi.

Talks about the governance process.

And so just being able to speak to the process that this group engages in, which is reviewing the departmental plans.

And reports on an annual basis and coming up with an annual report that goes to the University Advisory Council to inform summer planning and resource allocation and priority setting for the university.

So this is all in the document and the Aiec report has been used many capacities as evidence in the criteria.

Just familiarizing yourself with the criteria that has been provided by the teams is also pretty important.

As of right now.

I see.

I have a very very, very, very draft schedule.

And is very tiny and small.

As of right now.

Where is it?

I just wanna.

OK.

Aiec is mentioned in several sort of themes. The themes go across the two days of March 10th and March the 11th.

One being assessment.

So that includes aiec standard 5, lag, slag, and GEPRC.

On the.

Second day.

Hold on.

I'm just making sure I don't duplicate.

On the second day.

There are sessions on USM governance, retrenchment, general education, student success, the E map.

Academic advising, online learning academic enrichment programs are, and academic planning and resource allocation. Aiec is listed in that second day too, so.

You will get calendar invites for these items, but just being familiar with the process that this group goes through on an annual basis and how our work informs university planning and resource allocation is really important.

Wednesday is the final day and there will be an open session in the Arma from 10:30

to 11:00 where the site team will deliver a preliminary findings which is confidential information.

And until the Commission reviews it.

Are there any questions or other committee members from the steering committee want us mention anything about what would be good to prepare?

I did try to put in here some a resource document from the Commission which talks about what sort of an overview of the process and what that visit will look like.

If there's any questions, I'm just gonna switch gears then to our process of evaluation. The campus community has received 2 emails to remind them that their unit level Department reports are due on February the 18th.

And they've also been given access to our group and our charge of our group, as well as the institutional effectiveness plan and the process.

Which are both on our website and then.

Highlight.

This.

Maybe open?

Randy Lowe, I did not introduce you either. I'm sorry.

Randy will be joining us as the representative from the library as the interim director, replacing Doctor Messamanda Katz.

So thank you, Randy, for joining us.

I apologize for not introducing you.

I forgot we didn't meet in January.



Randall A Lowe 8:03

No worries.



Sara-Beth Bittinger 8:05

OK.

So this document is our assessment reporting cycle, which involves the aiec quite a bit throughout the the process and sort of where things are right now is that we will have the unit submitting through compliance assist planning in February, their report and then that is when our work.

Begins of reviewing those reports and utilizing the rubric that is also shared.

The rubric.

Provides.

The analysis with kind of some framework of the evaluation of the reports and I did get a question actually from one of the department chairs in in a college related to how they would like to get a five this year and just getting some general feedback and I.

Haven't I do not see?

The.

College represented that this came from. So what we usually do is share out a spreadsheet where we all kind of do a primary ranking of the red, yellow, green analysis based upon this rubric that I am not sharing, but I will share.

Maybe sometime. OK. And so within the spreadsheet.

We'll update the spreadsheet to include the structure of the organizational chart. I know there has been some changes in some units. If you have changes please I will send out a template for us to start with. If you have changes, just let Sean know and he'll help accom.

Any changes that need to be made in terms of if offices have changed?

Change or change their name, so we'll we'll we'll make sure that's all cleaned up.

And then.

The.

The report is then submitted and you can see previous reports which are summarized essentially between now and usually April. We do our analysis where you have like a primary reviewer and then a secondary reviewer to go in and come to a consensus on the rating and then write.

Up some little notes, if there is.

Technical Support that is needed to be provided.

To the entity about their reporting, or if there's questions.

Certainly some back and forth does occur with the department and then we will finalize and then review as a group and basically generate an annual report which has.

A summary of our findings.

We have the summary of the actual numeric analysis as well as some recommendations to EU A/C a i.e. C During that summer planning retreat.

And alignment to the strategic plan.

So just keeping all of those things in mind, that is part of the rubric.

And the results.

Are there any questions about this process?

Usually what we try to do is pair people up with maybe folks that have done this before, and then the secondary people are like the newbies, so we don't scare anyone off.

Of this process and we wanna make sure that you feel supported in this work 'cause it is very important.

So I'll send out a spreadsheet with departments, and like preliminary assignments. If that works for everybody and.

We will begin our analysis between now and the next meeting, and then we'll have a check in in March, which will also be last minute prepping for the self study visit.

Any questions?



Janet A Mattern 12:14

Does anyone else want to talk in this meeting other than me, Sir Beth, when you send the spreadsheet out, can you also send the?

On whether it's on the spreadsheet or in the e-mail, the date for the first review to be finished and the date for the final review.

So everybody knows kind of what we're working towards schedule wise.



Sara-Beth Bittinger 12:35

Absolutely yes.



Janet A Mattern 12:36

Thank you.



Jeffrey L Graham 12:39

So, Sarah, Beth, if you can make me to point for the 11 student affairs that I know you already did, they're they're in.

And also for the registrar and admissions, I need to work with Dave to get a report for admissions, but I'll have that done before the before the 18th.



Sara-Beth Bittinger 12:58

OK, awesome.

Yes, no problem.

OK.

OK.

Any other questions? Feedback.

OK.

Well, hearing none, I will let you have.

16 minutes back of your life and I will send an e-mail with assignments and a timeline for you.

To begin this important work, and I'll make sure I pair you up with with a good combo. I have no doubt you all do it will you will all do a great job.

All right. Well, happy Monday and I'm going to give you back your time, and I appreciate all of your support and help.

Thank you.



Janet A Mattern 13:50

Thank you.



Sara L Wilhelm 13:50

Thanks, Sarah. Beth. Bye.



Latisha V Cooper 13:51

Thank you, Sarah Beth.



Jeffrey L Graham 13:51

All right.

See y'all. Have a good day.



John Lombardi 13:53

Bye everyone.



Gregory J Wood 13:54

Bye. Bye everybody. Thank you.



Latisha V Cooper 13:54

Bye.

□ **Sara-Beth Bittinger** stopped transcription