

AIEC Monthly Meeting Minutes

Date: August 11, 2025 – 7:00 PM

Recorder: Sara-Beth Bittinger

1. Attendance & Membership Updates

- **New Representatives:**
 - Sharman Siebenthal (Academic Affairs, replacing Victoria)
 - Latisha “Tish” Cooper (Staff Senate)
 - **Transitions:**
 - Greg Wood stepping off (no longer chair of college assessment)
 - Representation from College of Humanities, Arts, & Sciences TBD
 - Yum to represent College of Education, Behavioral & Health Professions (Dean’s Office)
 - Janet Mattern to represent assessment for the same college
 - No current college assessment representative for College of Business, Engineering, Computing & Analytics – follow-up with Dean
 - Sarah Wilhelm and Denise Murphy are departing committee.
 - Continuing members: Randy (Library), Tim (Administration & Finance), Jennifer Walsh (DARE), Jessica Grater/Sean Morton (Admin reports), John Lombardi (Faculty Senate rep), Jeff Graham (Student Affairs), etc.
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2. Reports from Last Year (FY25)

- Reports for FY25 have been submitted to President & CCD (AIEC, SLAG, GLAG reports).
 - **Middle States compliance** requires closing the loop for FY25 – cannot skip reporting for the prior year.
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3. Strategic Planning Transition

- **Current Situation:** Transitioning from previous Strategic Plan reporting to the **OKR (Objectives & Key Results)** model.
- **President’s Expectation:** Midpoint review in January 2026; year-end evaluation in June 2026.
- **Challenge:** Avoid duplicating effort while ensuring compliance with Middle States and institutional continuity.
- **Consensus:**
 - FY25 report will be completed in a simplified format incorporating some OKR language.

- Departments should align FY26 OKRs with lessons learned from FY25 outcomes.
 - OKRs will not fully replace the existing reporting this year; hybrid approach.
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4. Reporting Format Discussion

- **Options considered:**
 - Table format (Goals → Actions → Metrics → Results → Continuous Improvement)
 - Maintain narrative format but integrate OKR terms (Objectives, Key Results)
 - **Concerns:**
 - Table may overwhelm due to 143 reporting units.
 - Need for clarity and simplicity to encourage compliance.
 - **Decision:**
 - Start with last year's template, revise language to introduce OKRs.
 - Possibly add a short OKR section at the end linking FY25 results to FY26 objectives.
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5. Data Storage & Submission

- Proposal to collect reports via **Microsoft Teams site:**
 - Shared Governance Team site recommended (broad access, no extra permissions needed).
 - Departments upload Word or PDF reports.
 - **Portal Development:**
 - Tim Pelesky paused full portal buildout until OKR framework is finalized.
 - Future portal could display institutional → division → department OKRs with real-time progress tracking.
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6. Action Items

1. **Sara-Beth** – Share last year's reporting template with group; update language for hybrid OKR approach.
2. **All Members** – Review revised template and provide feedback.
3. **Sara-Beth/Jessica** – Set up Teams structure for report submissions.
4. **Sara-Beth** – Schedule follow-up meeting within 2 weeks to finalize template and communication plan.
5. **Committee** – Develop PowerPoint/training materials once template and storage location are finalized.
6. **Sara-Beth** – Run proposed reporting format by President & Provost for approval.

7. **All Members**– Begin drafting updates to the Institutional Effectiveness Plan to reflect new framework.
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7. Next Steps & Meetings

- Follow-up AIEC meeting within two weeks to finalize FY25 template and FY26 OKR integration approach.
- Campus communication and training to be prepared after approval.
- Continued coordination with Tim on portal/OKR tracking tool.

Adjourned.

Meeting Notes

Date: August 25, 2025

Time: 3:31 PM

Recorder: Sara-Beth Bittinger

Attendees

- Sara-Beth Bittinger
- Gregory J. Wood
- Tim Pelesky
- John Lombardi (Faculty Senate representative)
- Keith Terry
- Sudhir [Dean's Office]
- Terry [Dean's Office]
- Yum Nguyen (Dean's Office)
- Janet A. Mattern (Assessment Committees)
- Jennifer [joined via phone]
- Jeffrey L. Graham
- Randall A. Lowe
- Sharman L. Siebenthal

Key Points & Discussion

1. Membership & Representation

- John Lombardi confirmed as Faculty Senate representative.
- Dean's offices represented (Keith, Terry, Yum, Sudhir).
- College Assessment: Greg Wood and Janet Mattern.

2. Template & Structure

- New reporting template aligned with University Objectives & Key Results (OKRs).
- Language changed from *goals* → *objectives* and *action items* → *key results*.
- Shared document available for review; feedback welcomed.

3. Feedback on Reports

- **John Lombardi:** Raised concern that reviews focus too much on report quality, not actual outcomes. Suggested adding space for reviewer comments and requiring units to address prior feedback.
- **Janet Mattern:** Stressed importance of closing the loop—reviewers provide feedback, associate deans/division heads ensure communication to units.
- **Jeff Graham & Sara-Beth:** Agreed; suggested tweaking template language (esp. sections 4C, 4D, 5) to focus on quality, impact, and resource allocation.
- Consensus: Incorporate reviewer feedback directly into reports and provide clearer guidance.

4. Clarity for Unit-Level Reports

- **Randall Lowe:** Asked whether departments below college/divisional level will understand objectives/OKR language.
- Solution: Use *Objectives/Goals* dual language for clarity; training materials will assist.

5. Reporting Timeline

- Current due date: **February 15** (per Institutional Effectiveness plan).
- Concerns: Too delayed, not aligned with planning cycles; president prefers earlier, more relevant data.
- Options discussed: Move deadline earlier (December 15, November 15, or August) for future years.
- **Greg Wood:** Warned earlier deadlines could burden chairs managing multiple programs after consolidation.
- **Yum Nguyen:** Suggested August reporting aligns better with data collection (spring semester) and goal-setting for new year.
- **Janet Mattern:** Emphasized need for clear, consistent deadlines communicated early.
- Action: Sara-Beth will consult Provost and leadership about adjusting future cycles.

6. Assessment Methods & Data Specificity

- **Keith Terry:** Requested greater specificity in template (sample size, timing, venue, data interpretation).
- Sara-Beth agreed to draft updates.

7. Training & Support

- Idea: Create updated PowerPoint/video with exemplars and clearer directions.
- **Janet Mattern:** Suggested exemplars and improved instructions instead of overloading written guidance.
- **Jeff Graham:** Volunteered to help create training materials.
- Possible idea floated: Campus-wide “Assessment Day” (not widely supported).

8. Next Steps

- Sara-Beth will draft minutes and circulate.
- Group to review three items:
 1. Updated template
 2. Training materials
 3. Campus communication on expectations & deadlines

Action Items

- **Sara-Beth:** Draft revised template language; consult with Provost on deadlines; draft campus communication.
- **Sara-Beth and Jeff Graham + team:** Develop training materials (PowerPoint/video + exemplar).
- **Group:** Review template, training materials, and communication before release.