Meeting Notes — AIEC Meeting

Date: February 2, 2026

Special Guest: Dr. Darlene B. Smith
Group: Assessment & Institutional Effectiveness Council (AIEC)
Facilitator: Sara-Beth Bittinger

Key Points

Institutional OKR Mid-Year Update

- Dr. Smith presented a **mid-year institutional OKR assessment** following a January leadership retreat.
- OKRs are tracked using a **traffic light system**:
  - **Green:** On target or achieved
  - **Yellow:** Progress made, more work needed
  - **Red:** At risk; significant work required
- Institutional and divisional OKR summaries will be shared campus-wide (Staff Senate & Faculty Senate).
- Transparency and alignment across divisions were emphasized.
- A final year-end OKR summary will be completed in **June 2026**.
- Results will inform leadership transition planning for the incoming president.

AIEC Process & Timeline

- The committee discussed **accelerating assessment timelines** to better inform decision-making.
- Review teams consist of **two reviewers per unit** for consensus evaluation.
- Feedback should be constructive and actionable for department leaders.
- Reports missing from units will be followed up via email.
- Numeric scoring will follow prior conventions:
  - **5–4 = Green**
  - **3–2 = Yellow**
  - **1 = Red**

Assessment Workflow Clarifications

- Each reviewer independently evaluates reports, then meets with their partner to reach consensus.
- Rubrics are located at the end of each reporting template in Teams.
- Feedback is recorded in both the template and shared spreadsheet.

- Student Learning Assessment (SLAAG/GLAAG) companion reports will be incorporated this spring.

Institutional OKR Summary (Mid-Year Snapshot)

1. Increase Enrollment

- Growth targets for first-time, transfer, and graduate students: **Yellow**
- Retention improvement goal (+7%): **Yellow**
- Investment in high-demand programs: **Yellow**
- Increased marketing and scholarships: **Green**

2. Strengthen Financial Sustainability

- Service-based revenue growth: **Green**
- Tuition/discount model reform: **Yellow**
- Reduce operating expenses (–3%): **Red**
  (Major increase in utilities offset savings)
- Average course enrollment increase: **Green**
- Academic program financial benchmarks: **Yellow**
- Strategic reinvestment of net revenue: **Green**

3. Improve User Experience (Students & Employees)

- Faster transfer credit processing: **Green**
- Multi-year faculty contracts exploration: **Yellow**
- Integration of OKRs into performance management: **Green**
- Business process modernization: **Yellow → trending Green**
- ADA/web compliance: **Yellow**
- Supervisor training development: **In progress**

4. Restore Institutional Pride & Community Engagement

- Student climate survey (Nessie): **In progress**
- Increased campus event attendance: **Green**
- Customer care training: **Green**
- Community partnerships expansion: **Yellow**
- Entrepreneurship & innovation hub development: **Yellow**

5. Drive Academic Excellence & Innovation

- Enhanced honors program rollout: **Red → cautiously optimistic**
- New General Education framework: **Red**

- Transfer pathways completion: **Yellow**
- AI competencies integration: **Yellow**
- Faculty professional achievement support: **Green**

Action Items

For AIEC Members

- **Review assigned unit reports** in Teams.
- Complete **first round of independent reviews** within ~2 weeks.
- Meet with assigned partner to reach **consensus ratings**.
- Record rubric scores and written feedback in the shared spreadsheet.
- Flag **missing reports** and note in the spreadsheet.

For Sara-Beth

- Update spreadsheet formatting and reviewer assignments.
- Send email clarifying scoring conventions and timeline.
- Confirm rubric alignment with updated forms.
- Follow up with units missing reports.

Committee Timeline

- Target substantial review completion by **March 2 AIEC meeting**.
- Second-round consensus discussions scheduled for late February.
- Prepare for report synthesis in early March.

Future Work

- Coordinate SLAAG/GLAAG student learning assessment review.
- Identify process improvements due to leadership transitions.
- Support units experiencing staffing turnover.