AIEC Monthly Meeting Minutes

Date: May 4, 2026

1. Opening & Purpose

- Goal: **Finalize AIEC report** for submission to the President this week
- Report will accompany:
  - Revised **Charter**
  - Updated **Institutional Effectiveness (IE) Plan**
- Documents will also be submitted to **Cabinet for review**

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2. Upcoming Key Dates

- **OKR Meetings:**
  - June 4, 2026
  - June 18, 2026
- AIEC meetings **cancelled for June and July**
- Next AIEC meeting: **August 2026**

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3. Report Overview

- Two-page summary including:
  - **FY26 accomplishments**
  - **Emerging priorities for FY27**
- Appendix to include **University Mid-Year Report** (pending from President)
- Additional notes:
  - Some submissions (e.g., AACSB report) will be **late** and noted accordingly
  - SLAG/GLAG reports nearing completion

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4. Key Themes in Report & Recommendations

Strengthened Responsibilities

- **Vice Presidents (VPs)** responsible for:
  - Ensuring completion of division reports
  - Conducting **analysis at division level**
- AIEC role clarified:
  - Not responsible for tracking completion
  - Focus on **evaluation, not collection**

Alignment & Communication

- Reinforce alignment between:
  - Strategic plan
  - Unit-level implementation
- Expectation:
  - Information flows **top-down and bottom-up**
  - Supports **Middle States requirements**

Emerging FY27 Recommendation

- Develop:
  - **Standardized reporting guidance**
  - **Rubric**
  - **General timeline for reporting cycle**

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5. Charter Updates

- Added:
  - Clear **membership structure**
  - Revised **amendment language**
- No voting/quorum language added (President approval governs changes)

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6. Institutional Effectiveness Plan Updates

Key revisions:

- Removed premature reporting template
- Added commitment to:

    - Develop **division-level reporting instrument + rubric annually**
- Reinforced:
    - VP responsibility for ensuring unit participation and understanding
- Suggestion (Janet Mattern accepted):
    - Include **timeline development** as part of summer planning

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7. SLAAG/GLAAG Reporting Status

- Most units submitted
- Missing reports being tracked
- Reminder:
    - All departments/programs must submit **annual student learning assessment reports**

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8. Discussion: Assessment Reporting Confusion

- Clarified expectations:
    - **Each academic program/major must submit its own assessment**
    - Departments may:
        - Combine related programs where appropriate
    - Colleges must produce:
        - **Summary-level report** synthesizing program reports
- Submission process:
    - Reports uploaded to **Team Site**
- Future improvement:
    - Transition to **Helio assessment platform**
    - Training scheduled (next week)

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9. Acknowledgment

- **Janet Mattern recognized** for long-standing service and contributions to assessment and institutional effectiveness
- Appreciation expressed by all members upon her retirement

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10. Decisions

- ✅ Report finalized for submission
- ✅ Charter and IE Plan finalized
- ✅ Add timeline development to future planning
- ✅ Cancel June/July AIEC meetings

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11. Next Steps

- Submit all documents to:
  - President
  - Cabinet
- Attend:
  - OKR meetings (June 4 & 18)
- Prepare:
  - Division-level reporting expectations (summer)
- Conduct:
  - Helio training and support sessions