

**Association for Institutional Research
Virtual Board of Directors Meeting
September 11, 2023**

Attendees: Craig Abbey, Angie Bell, Brent Drake (Vice President), Karen Egypt, Jonathan Gagliardi (President), Maren Hess, Mitchell Nesler, Christopher Peña (Secretary), Debbie Phelps, Wen Qi, Karen Vance (Treasurer), Karen Webber (Past President)

Guests: Christine Keller, Jason Lewis, and Miguel Pineirovigo from the AIR Executive Office and Paige Borden from the Nominations and Elections Committee (NEC).

Call to Order

Jonathan Gagliardi called the meeting to order at 12:02 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

Maren Hess moved to accept the minutes of the August 14, 2023, Board meeting as presented. Mitch Nesler seconded.

The motion passed.

Executive Office Updates

The October 9, 2023, Board meeting will be canceled because Board members will meet in-person in Denver, CO, the following week.

The call for proposals for the 2024 AIR Forum will open this week and be due October 10. Christine Keller asked Board members to encourage junior staff and members who do not typically present to submit proposals.

Paige Borden joined the meeting at 12:06 p.m.

NEC Update from Paige Borden

Paige Borden discussed changes to the nominations process this year, which are aimed at encouraging more nominees to complete the questionnaire and move to the review stage. Nominees will answer ten general questions along with questions specific to the NEC or Board. Self-nominees will answer three open-ended questions at the start of the process about their interest before proceeding to the full questionnaire. The questions also emphasize diversity as a core value and encourage nominees to reflect on it in their responses.

The review process will move away from a 1-2-3 rubric with multiple assessment points to see if a simpler form will make a difference in reviewing nominees. Nominees will be shared with the Board in December before the start of elections in January. Discussion included providing examples of

statements to nominees to help them complete the questionnaire, conducting rolling assessments early in the nominations process, managing the increased competition for NEC and Board seats, and evaluating whether the new changes worked after the first year of implementation.

Paige Borden left the meeting at 12:24 E.T.

Discussion: Relationship of NEC to the BOD

Reporting the slate of candidates to the Board has been different each year for the last five years, although the procedures have always followed guidelines established in the AIR constitution and bylaws and policy governance. The Board reflected on recent progress made, which has resulted in a closer connection between the Board and the NEC. One difference noted for 2023 was that the slate of candidates was not shared with the Board before elections opened, as was done in previous years.

Christine Keller discussed the characteristics of NEC and Board members described under committee guidelines, which has guided rubrics for evaluating nominees in the past. The Board acknowledged that these characteristics can sometimes be vague and overly general. For example, the notion of “representation” is not defined in the document language but has historically been interpreted as referring to gender, race/ethnicity, and institution type.

Subsequent discussion included the challenge of reporting and analyzing the diversity of members and nominees when a fair number opt not to report their demographics, as well as how and when to request this information.

Treatment of Stakeholders Monitoring Report

Christopher Peña confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, and the data support the interpretations. Brent Drake seconded.

Christine Keller discussed several questions raised by Board members in reviewing the report. One minor error about a date was noted and corrected. With respect to the global statement for the report, Christine Keller noted that there is increasing conversation about what “safe” conditions are and what AIR’s responsibilities are to its staff. The Board also discussed whether the number of ADA accommodation requests noted in the report could lead to personally identifying individuals and requested the language be modified for privacy. Christine Keller noted that she and her staff review the information presented in this report and others to identify and remove sensitive or identifiable information before the data are shared publicly. In this report, more detail was initially required.

The motion was amended to approve the modified language as presented.

The motion passed.

Next Steps Regarding Committees and Communication

Charges for Board committees have been sent out, and members will begin meeting shortly. The Board discussed current methods for communicating with members, including the annual Board report and the Board Corner. Discussion included whether these methods are sufficient and what type of feedback has been received, such as through LinkedIn.

Executive Office Updates (continued ...)

Christine Keller received an inquiry from the Chronicle of Higher Education about proposed changes to federal categories for race/ethnicity and requested feedback from members of the Board. Discussion focused on the impact of the proposed changes to institutions and compliance reporting, particularly IPEDS. Specific concerns discussed included working with software partners to incorporate changes; the reporting logic for respondent and institutions, both mandated and optional; the rationale for the proposed changes in contrast to other possibilities; implications for current and upcoming submissions of the Common App; and whether the proposed changes will extend to historical data, such as reporting on prior first-time, first-year cohorts.

Christine Keller noted that AIR played a significant role in preparing the IR/IE community for demographic reporting changes in 1997 and will likely be similarly called upon if these changes move forward next year. There is an impact meeting with IPEDS soon, where she will raise the concerns noted above.

Other Business

None.

Adjournment

Jonathan Gagliardi adjourned the meeting at 1:10 p.m. ET.