

**Association for Institutional Research
Virtual Board of Directors Meeting
November 13, 2023**

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

Absent: Marren Hess (excused)

Guests: Christine Keller and Miguel Pineirovigo from the AIR Executive Office

Call to Order

Jonathan Gagliardi called the meeting to order at 12:05 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

Brent Drake moved to accept the minutes of the October 12-13, 2023, Board meeting as presented. Angie Bell seconded.

The motion passed.

Wen Qi joined the meeting at 12:08 p.m. ET.

Ends 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. Angie Bell seconded.

Discussion included whether additional longitudinal data on webinars could be added to the report, particularly post-pandemic. Christine Keller noted that she has analyzed these data and found attendance to be relatively steady with no consistent pattern. For next year, the Executive Office plans to offer webinars and coffee chats about once a month, with a focus on member engagement.

Additional discussion focused on success indicators for the report and what they will be for next year. Christine Keller explained that some of these indicators will require more thought and planning for 2024, and she will be meeting with her leadership team in December to discuss them.

The motion passed.

Executive Director Succession Planning 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. Karen Vance seconded.

Discussion included why the report is reviewed annually when it generally remains the same. Christine Keller noted that the report is important to have for new members of the Board, since they will not have seen it before.

Executive Director Updates

Christine Keller reported that proposals for the 2024 AIR Forum are being reviewed and requested ideas for the keynote speaker or perhaps a panel discussion, with a focus on AI. A brief discussion followed on how AI is currently being explored and written about in IR and IE. A community survey on AI will be sent out in January, and case studies from it will be used in a subsequent coffee chat.

AIR is preparing for a potential government shutdown. IPEDS training would continue, but institutions may face greater challenges if the NCES website shuts down.

Christine Keller provided an update on the implementation of organizational membership. This change will allow AIR to broaden its community and strengthen its focus on members, which will include a larger group of people who are served directly. Additional discussion included how these changes will affect the Association's ends statement and whether a document could be developed explaining historical changes in membership practices for new Board members.

Christine Keller requested participation in a poll to help set the date for the Spring in-person Board meeting.

Karen Egypt joined the meeting at 12:51 p.m. ET.

Brent Drake left the meeting at 12:53 p.m. ET.

Congratulations

The Board offered congratulations to Christopher Peña for completing his doctoral program, Angie Bell for completing the New York City Marathon, and Karen Egypt for accepting a new position.

Executive Director/CEO Compensation

Christine Keller described how the Association is building back from the pandemic and discussed upcoming cost of living adjustments, bonuses, and changes to retirement benefits for AIR staff.

The Board entered Executive Session at 1:10 p.m. ET.

Other Business

None.

Adjournment

Jonathan Gagliardi adjourned the meeting at 1:32 p.m. ET.