



## **Commission on Information, Measurement, and Analysis (CIMA) Purpose and Operating Guidelines**

### **1) Purpose**

- a) The Commission on Information, Measurement, and Analysis (CIMA) is one of the operational commissions of the Association of Public and Land-grant Universities (APLU). CIMA is a space for APLU institutions to come together to create communities of practice around effective and efficient use of data to guide campus planning and decision making. CIMA seeks to address the opportunities and challenges associated with our ever-evolving data and analytics landscape to inform the APLU community of best practices and emerging trends. CIMA promotes cross-functional discussions on how to systematically create and improve the data infrastructure, the strategic analysis capacity, institutional assessment, and the fiscal and administrative management on campuses.

### **2) Membership**

- a) The Commission is intentionally designed to bring together senior administrators from different functional areas on campus – those who provide data as well as those who use data. Therefore, the Commission is open to presidents, provosts, and other senior level campus decision-makers, senior administrators in more traditional campus data roles (institutional research, administration and finance, IT or data management, etc.), and leaders from other areas, such as assessment and accreditation support, enrollment management, strategic planning, and institutional effectiveness.
  - i) Commission members are eligible to serve on standing or ad hoc committees, working groups, and/or task forces created by the Executive Committee and will receive all communications addressed to CIMA members.
  - ii) Commission members are eligible to vote in Executive Committee elections and other matters designated by the Executive Committee.
  - iii) There is no limit on the number of Commission members from a given campus or system.

### **3) Meetings**

- a) The Commission shall meet at least twice a year, once during the APLU Annual Meeting and once during the summer. It may meet at other times if meetings are called by the Executive Committee.

#### 4) Executive Committee and Officers

- a) The activities of CIMA are overseen by an Executive Committee consisting of up to 16 members, not including liaisons from other Councils or Commissions. The Executive Committee typically meets five times a year: at the annual meeting, during the CIMA Summer Meeting, and up to three other times by tele-conference. Other special meetings may be held as determined by the Chair and Chair Elect or by written request of a majority of the members of the Executive Committee. Scheduling of CIMA Executive Committee meetings will place priority on ensuring a quorum of voting members of the Executive Committee.
- b) The Executive Committee Officers consist of a Chair, a Chair Elect, a Secretary, and a Secretary Elect. Officers are members of the Executive Committee and are elected every two years and serve four-year terms, two years as Officer Elect and two years as Officer.
  - i) The Chair of the Executive Committee serves for a two-year term and, during that term, serves as the Representative to the APLU Board of Directors.
  - ii) The Chair Elect of the Executive Committee serves for a two-year term immediately followed by a two-year term as the Chair of the Executive Committee and Representative to the APLU Board of Directors.
  - iii) The Chair and Chair Elect positions must be held by an institution or system President or Chancellor.
  - iv) The Secretary of the Executive Committee serves for a two-year term. The Secretary is responsible for ensuring that the Commission follows these operating guidelines in a consistent manner. The Secretary also maintains the official record of decisions made by the Commission Executive Committee.
  - v) The Secretary Elect of the Executive Committee serves for a two-year term immediately followed by a two-year term as the Secretary of the Executive Committee.
- c) The Executive Committee will include one Senior Business Officer.
- d) Representatives from CIMA to other Councils, Commissions and groups, e.g., Commissions on Competitiveness, Innovation, and Economic Prosperity (CICEP), Council on Academic Affairs (CAA), may be appointed from the membership of the CIMA Executive Committee as deemed appropriate for three (3) year terms.
  - i) Liaisons are expected to facilitate communication and interaction between CIMA and the appointed group and shall report as needed during meetings of the Executive Committee.

- e) Liaisons from other Councils, Commissions and groups who serve as liaisons to CIMA will be non-voting affiliate members of the CIMA Executive Committee.
- f) Executive Committee members are expected to attend Executive Committee meetings. Repeated failure to attend meetings without prior notice to the APLU CIMA Staff Liaison(s) may be grounds for removal by a majority vote of the Executive Committee.
  - i) The Executive Committee member involved shall be provided ten (10) business days' notice and an opportunity to respond in person or in writing as the Executive Committee may determine.

## **5) Nominations and Elections**

- a) The election of Officers and Executive Committee members takes place before the fall business meeting held during the annual APLU meeting. The Chair Elect and Secretary Elect automatically become the Chair and Secretary, respectively, at the conclusion of the fall business meeting two years following their initial election. Any newly elected Officers or Executive Committee will also assume their respective positions at the conclusion of the fall business meeting.
- b) The remaining members of the Executive Committee are elected on a rotating basis to serve three (3) year terms.
  - i) Initial Executive Committee member terms are staggered such that future elections will replace approximately one-third of members each year starting with the third year of the Commission's operation (2017).
- c) The Executive Committee will appoint a Nominating Committee from the general commission membership to select a slate of candidates for the Executive Committee and officers as well as any other Commission positions.
  - i) The Chair Elect of the Executive Committee serves as the Chair of the Nominating Committee. The Secretary Elect of the Executive Committee serves as the Secretary of the Nominating Committee.
  - ii) The remainder of the Nominating Committee will be selected from members of the Commission at large who are not members of the Executive Committee.
  - iii) Members of the Nominating Committee serve for 2 years.
- d) Vacancies arising between annual meetings will be filled by a majority vote of the Executive Committee upon recommendation from the Nominating Committee. The person elected to fill the vacancy will serve for the remainder of the original member's term.

## 6) Other Committees

- a) CIMA may include a special standing committee on Business Affairs to support the interests of former Council of Business Affairs (CBA) members and to facilitate their long-term integration within CIMA.
  - i) The senior business officer from the CIMA Executive Committee may serve as the Chair of the Business Affairs standing committee.
  - ii) The Business Affairs standing committee, in consultation with the APLU staff, may appoint a representative to the APLU Board to serve in an advisory capacity on fiscal and administrative matters until November of 2018.
  - iii) The CIMA Executive Committee will evaluate the viability and determine the continuation of the Business Affairs standing committee.
  
- b) CIMA will include a standing Program Planning Committee (PPC) to identify topics and content to support the Summer Meeting and the CIMA program at the APLU Annual Meeting. The PPC shall solicit proposals from APLU member institutions, evaluate the proposals and determine which proposals should be selected for the program. All programs will support the mission of CIMA.
  - i) The Program Planning Committee shall be selected from the CIMA membership using a process that is approved by the Executive Committee.
  - ii) Each PPC shall have a Chair-elect, a Chair, and a Past-Chair. The Chair must be a member of the Executive Committee.
    - (1) The Chair-Elect will serve as backup to the Chair and will take over as Chair in November.
    - (2) The Chair is charged with eliciting ideas and feedback for the program theme and content from the Executive Committee and providing an update on program development at the Executive Committee meetings. The Chair also engages members of the PPC in developing ideas for program sessions, distributes assignments, and tracks the completion of assigned program sessions.
    - (3) The Past-Chair shall serve as a member of the PPC, advise the Chair and the Chair-Elect, recruit new members to join the PPC, and recommend members who might serve as Chair-Elect. The Executive Committee shall decide on the next Chair-elect each year.
  - iii) APLU staff will support the PPC by providing administrative support, coordinating program development, inviting speakers, and managing the logistical planning for both the Summer Meeting and the CIMA program at the APLU Annual Meeting.

- c) The Executive Committee may appoint additional standing or ad hoc committees, working groups, and/or task forces as needed to accomplish the business of the Commission. Committee, working group, and task force charges will outline minimum expected operating guidelines for the appointed group as necessary.

*Approved 11/2/2014  
Updated & approved 2/7/2017  
Updated & approved 4/12/19*