

AIC SUGGESTIONS FOR SUCCESS

There are many practices that can help AICs become successful. The following suggestions are provided to help structure and administer an AIC. As a full committee, or in executive committee, prioritize each suggestion for your AIC follow-up (1 = Very important, 2 = Important, 3 = Maybe helpful, and 4 = Not interested).

Suggestion	Rank Priority to Your AIC (1-4)
Leadership	
Establish an AIC leadership team (including students) to include a chairperson, vice-chairperson, and secretary	
Recruit participants who represent the diversity of the school community (faculty from various school departments, ages, and interests of students, administration, and parents)	
Clearly communicate that AIC membership requires participants to contribute a minimum of one to two hours of postmeeting follow-up each month	
Meetings	
Seek to establish a regular meeting date (for example, the first Thursday of the month)	
Prepare a premeeting agenda developed with attention to results and the next steps identified at the previous meeting	
Time the meeting agenda and respectfully hold to that agenda unless the committee agrees to diverge from the planned timing	
Include some brief greeting/team-building focus at the start of each meeting	
Record attendance and establish a “present or accounted for” expectation for all meetings—if you can’t show up, you inform the chairperson in advance or explain why you could not attend ASAP after the meeting time	
Record meeting notes, transmit the notes back to members ASAP after the meeting, and focus on the next tasks to be completed	
Exchange two communications between each AIC meeting: 1. Notes that highlight the next steps and next meeting date soon after the meeting’s conclusion, and 2. A reminder of tasks to be completed 7 to 10 days before the next meeting	
Action steps	
Create a clear AIC mission statement and conduct standards: <ul style="list-style-type: none"> • Expectation that members demonstrate integrity and steps to follow if a violation occurs • Attendance expectation and formal resignation request if leaving AIC • Confidentiality requirements • Expectation for task follow-up 	
Inform AIC members of effective research-based practices in support of academic integrity	
Create an AIC library of resources	
Write an AIC strategic plan to prioritize activities (with a two- to three-year vision)	
Reflect regularly that AIC activities are designed to advance the stated mission	