WELCOME TO AAC&U'S 2026 IELED INSTITUTE!

THE OFFICIAL INSTITUTE TEAM TIME GUIDE



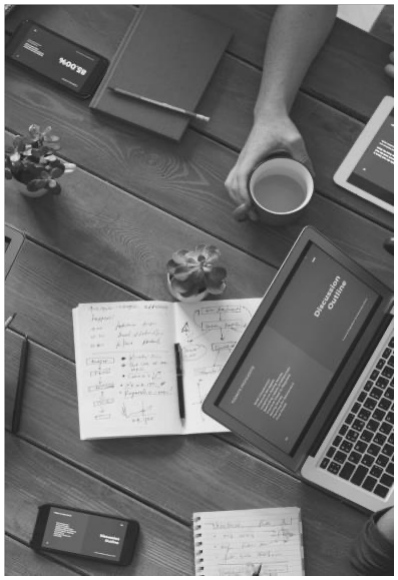
CONTENT

Tuesday, 7/14 pages 2 - 5

Wednesday, 7/15 pages 6 - 9

Thursday, 7/16 pages 10 - 12

Friday, 7/17 page 13



This short guide is intended to assist your team in making the most of your time and thinking about how to integrate the resources, presentations, and information from the Institute into your own campus project. In addition to the information in this guide, you'll be working with a member of our Institute Faculty as a mentor who will be meeting with you and guiding you through the Institute experience.

Initial Team Consulting Time

Tuesday, July 14TH

Proposal Review

Please introduce yourselves, your area on your campus, and your role on the team.

As a team, reread your Institute proposal to orient the team to the work ahead over the next week. Once you've done so, please consider the following questions. Space has been provided below to record your team's reflections and responses.

- What shared language does your team have? What language is new?

- Has anything changed since the proposal was written? How does that impact your planning for the week?

- What resources do you already bring to the process from your campus?

- How will each team member contribute to preparing the action plan over the course of the Institute?

Proposal Review *(continued)*

- How will you, as a team, work collaboratively in a digital space towards your goals for your project and your time at the institute, culminating in your action plan?

- What are the goals for each team member over the course of the Institute?

- Identify sessions team members will attend. Some teams like to make sure that they cover all of the sessions. Other teams prefer to target the sessions that will help them meet their goals. Having a plan ahead of time ensures that you can fully gather the information and resources you need for your project. Some sessions are designed for multiple participants from a team.

- Which members of the faculty would your team like to meet with? When? After you identify those faculty members, email them right away to arrange for a time to meet.

- Consider reading the other teams' proposals and/or highlight documents. Are there other teams you would like to meet with? If so, reach out to them early in the institute to arrange for a meeting.

Tuesday, July 14TH

Team Time: Reflecting on Sessions

We suggest that you begin team time with a round robin on the sessions each of you attended earlier today. Space has been provided below to record reflections and responses.

- Which sessions did you attend?

- What are 2 or 3 insights from the session that relate to your Action Plan?

- What are the connections from the sessions to your work?



- **Action Plan Discussion**
  - What are you each doing tomorrow? What sessions are you attending? Why? How does this connect with your Action Plan?
  - If needed, revisit the role each team member plays.

- **Revisit Faculty Consultants:** are there additional faculty members you would like to meet with (perhaps from a session you attended?)

- **Revisit meeting with other institutions.** Based on discussions in the presentation sessions, are there other institutions you would like to meet with? Are there other institutions who are experiencing similar challenges? Who model experiences you might like to adapt for your campus?



***You can also use any team time meeting for visits with Faculty Consultants except for the Thursday, July 16th Mid-Institute Check-in with your Faculty Mentor.*

Wednesday, July 15th
Team Time (1): Plan for Wednesday

We suggest that you begin team time with a review of your day ahead. Space has been provided below to record reflections and responses.

- What are your team goals for today?

- What sessions will the team members attend today? Do you need to make any changes to your plans from the first day?

- **Revisit Faculty Consultations and meeting with other institutions, if needed.** Consider: What are we missing? What information do we need?

Wednesday, July 15th
Team Time (2): Reflecting on Sessions

We suggest you begin team time with a round robin on the session each of you attended earlier today. Space has been provided below to record reflections and responses.

- Which sessions did you attend?

- What are 2 or 3 insights from the session that relate to your Action Plan?

- What are the connections from the sessions to your work?

- **Action Plan Discussion**
  - What are you each doing tomorrow? Why? How does this connect with your action plan?

Wednesday, July 15th
Team Time (3): Reflecting on Sessions/ Moving the Action Plan Forward

We suggest that you begin team time with a very quick round robin on the sessions each of you attended earlier today. Space has been provided below to record reflections and responses.

- Which sessions did you attend?

- What are 2 or 3 insights from the session that relate to your Action Plan?

- What are the connections from the sessions to your work?

Action Plan Discussion

- Review the Action Plan template

- Consider assigning parts / roles

- Discuss collaborative approaches to writing the action plan

- Identify what you already know

- Identify what you need more information for

- Identify when you will write / work on the action plan

- Confirm time and link for Mid-Institute Check-in with your Faculty Mentor

Thursday, July 16th

Mid-Institute Check-in with Faculty Mentor & Team Time

Quick Round Robin Sharing on Sessions (See Previous Prompts)

Faculty Mentor Update Notes

Action Plan Discussion

- Status
- What role will each person play? In the presentation and/or when you return to campus?
- What is lacking?
- What information could be helpful?
- Final Planning

***Faculty Consultants are not available for this period as they will be meeting with their own teams.*

Thursday, July 16th
Team Time (2): Session Reflection

We suggest that you begin team time with a round robin on the sessions each of you attended earlier today. Space has been provided below to record reflections and responses.

- Which sessions did you attend?

- What are 2 or 3 insights from the session that relate to your Action Plan?

- What are the connections from the sessions to your work?

Action Plan Discussion

- Final Planning

- Roles and Outline



Friday, July 17th

3rd and Final Team Time

We suggest that you begin team time with a round robin on the sessions each of you attended earlier today. Space has been provided below to record reflections and responses.

- Final Planning time for Action Plan

- Identifying the audience for your Action Plan presentation

- Action Plan Presentation Practice and/or Final Details

