

Minutes of March 9, 2016 AEC meeting

Present:

Marita Inglehart, John Lehman, Keith Riles (chair, minutes), Mireille Roddier, Don Winsor

Unable to attend: Colleen Conway

Administrative unit updates

Two new departments will have evaluations this year, both in the School of Nursing:

- Health Behavior and Biological Sciences
- Systems, Populations and Leadership

These departments were instituted last year.

Two other departments are brand new:

- School of Music – Chamber Music
- School of Public Health – Nutritional Sciences

and will not have an evaluation this year.

Other departments with name changes in the last year or so:

- Atmospheric, Oceanic and Space Science
→ Climate and Space Sciences and Engineering
- Clinical, Social and Administrative Sciences
→ Clinical Pharmacy
- Pediatrics
→ Pediatrics and Communicable Diseases

Petition from clinical-track faculty in Surgery & other feedback

We received a petition from clinical-track faculty in Surgery last spring to participate in the survey. They will be included in this year's survey.

Keith summarized some comments received last year via the AEC feedback option on the web site.:

- There were a handful of complaints about administrators who persist in their positions, despite chronically bad evaluations.
- One complaint concerned the proliferation of surveys we are asked to fill out.
- There was a suggested new question on online course offerings (see below).
- There was also a request that administrators be solicited to provide a description of their duties (which they already are, but most decline to provide a statement).
- There was a suggestion that LEO members might want to provide their own set of questions. We have discussed this before and decided to let LEO take

the initiative. The same person suggested LEO responses be reported separately, but typically there are so few in each unit that separate reporting endangers anonymity.

Reviewing the current list of administrators to be evaluated

There was a brief discussion of whether or not any new administrators should be added to the survey. No proposals were made.

Reviewing the current questionnaire questions for administrators

There was another brief discussion on adding new “standard” questions to questionnaires, but again, no proposals to do so. John noted that longitudinal measures are aided by stability in the questionnaires.

Defining the questions for the "Opinion of Faculty" questionnaire

- Questions to be deleted from last year’s survey:
 - Q9 – awareness of IT rationalization
 - Q11 – support of public release of administrator bonus info
 - Q12 – transparency in use of consulting firms
- Revised questions:
 - Q10 – IT support – change to form like that of Q1-Q6 (“services meet the needs...”)
 - Q14 – Concur – break into two questions on shared services (concur and benefits)
 - Q18 – Fitness for duty – provide link to proposed SPG (John will check on this)
- New questions:
 - Approval of fitness for duty SPG
 - Releasing course evaluation scores to students (John reported that future course evaluations will be substantially revised).
 - Question on Canvas vs CTools
 - Awareness of alcohol abuse by students
 - Approval of Assembly’s vote on Friday morning courses
 - Approval of changes to student sexual misconduct policy
 - University support for online education of off-campus UM students
- The draft revised faculty opinion survey is appended below.

Status of the survey infrastructure and AEC server.

Keith has nearly completed the compilation of faculty affiliations. The remaining snag is handling the addition of the clinical-track faculty in Surgery, for which Keith forgot to request data from the HR folks. He and Don will work out an ad hoc solution for this year. Don is collecting data on associate deans whose evaluations are handled as items on questionnaires for deans.

Concerning the AEC server, Don reported that everything is in good shape. Once he gets the affiliation data from Keith, testing will commence.

Target dates for starting & ending the survey

It was decided tentatively to start the survey Monday March 21 and to end it four weeks later on Monday April 18. Administrators will be given until the end of the day on Friday March 18 to provide additional questions and statements.

Improving faculty response rates

Last year President Schlissel kindly sent out an endorsement and encouragement to faculty to participate in the survey. That message led to a big bump in response rates for that day, but at the end of the survey, the final response rate was still close to what it usually is, just below 30%. Marita pointed out that online response rates, in general, are usually much lower – 30% isn't so bad.

We will ask the President to endorse the survey again this year.

Post-meeting note: President Schlissel not only agreed to endorse the survey (with a tentative message date of Thursday March 24), he has also provided additional questions to include on his survey and intends to provide a 1-page statement.

In the kickoff letter to faculty and in periodic reminders, faculty will be reminded of the value of the survey, with links to prior results.

Dearborn survey

Debbie Skoll of Dearborn has confirmed that the Dearborn faculty have no changes for this year's questionnaires. Debbie also provided updated list of Dearborn administrators.

Other issues?

Marita suggested that results of the survey be made more visible and that perhaps the AEC report to the faculty on highlights. Keith reported that in the past SACUA has used AEC results in its communications with administrators and Regents. There have also been reports by the AEC in some years to the Senate Assembly on AEC activities, but generally, the AEC itself has avoided editorializing. Keith and John will

make sure SACUA is attentive to any results from this year's survey that should be raised with administrators (or with Regents).

Appendix A – Draft of 2015-2016 Opinion of Faculty survey

Q1 – Services provided by the Office of Vice President for Research meet my needs.

Q2 – Services provided by CTools meet my needs.

Q3 – In my experience Canvas is a better online learning tool than CTools

Q4 – Services provided by the University Library meet my needs.

Q5 – Services provided by Facilities & Operations meet my needs.

Q6 – Services provided by the Department of Public Safety meet my needs.

Q7 – Services provided by University Health Services meet my needs.

Q8 – Services provided by centralized IT services meet my needs.

Q9 – Services provided by centralized administrative services (Shared Services) meet my needs with respect to travel and other expense reimbursements.

Q10 – Services provided by centralized administrative services (Shared Services) meet my needs with respect to employee benefits support.

Q11 – I am aware of the consolidation and centralization of administrative services known as Administrative Services Transformation (AST).

Q12 – I approve of the AST process.

Q13 – Increasing amounts of my professional time are being consumed by clerical duties.

Q14 – I support the use of consulting firms in searches for academic administrators.

Q15 – I am aware of the Standard Practice Guide policy ([link to SPG 201.96](#)) concerning Professional Standards for Faculty.

Q16 – I approve of SPG 201.96.

Q17 – I am aware of a "Fitness for Duty" policy under development that could relieve faculty of teaching and other duties. **(include link when available)**

Q18 – I approve of the proposed "Fitness for Duty" policy.

Q19 – I approve of releasing my numerical course evaluation scores to students.

Q20 – I am well aware of the scope of alcohol abuse and alcohol-related incidents among the student population.

Q21 – The Senate Assembly voted to encourage increased required lower-division course offerings on Fridays in an effort to discourage alcohol abuse ([link to minutes](#)). I support this resolution.

Q22 – I approve of recent changes to student sexual misconduct policy, in particular, a change in the standard of proof from "clear and convincing" to "preponderance of the evidence." ([link to policy](#))

Q23 – The University adequately addresses online education for off-campus UM students in my discipline.