

## Minutes of Administration Evaluation Committee (AEC) Meeting on September 29, 2022

Location: Zoom

The meeting was called to order at 4:03 pm.

**Present:** Semyon Meerkov (Chair), Silvia Pedraza, Judy Smith, Derek Kim, Ivo Dinov, Min Hui Huang

- The meeting agenda has been approved.
- AEC Impact Subcommittee: Semyon reported that ITS is willing to support an impact survey to evaluate if the AEC survey results are useful and what needs to be improved. Deadline of creating this short survey by the end of October was suggested.
- Discussion on conducting this AEC impact survey ensued.
- Low response rate was identified as an issue. The Participation Subcommittee is tasked to work on this issue.
- Judy shared that the Office of Diversity Equity and Inclusion has tools <https://report.dei.umich.edu/our-approach/reporting/> that may inform the way to ask the questions for the AEC impact survey.
- Silvia reported that she consulted with ISR colleagues with survey research expertise on strategies to increase participation. Suggestions include providing incentives, announcing the winners, and having an independent and respected person to invite faculty to participate in the AEC surveys.
- Semyon asked AEC members to consider if the AEC needs to evaluate the use and impact of AEC survey results.
- Student rep Derek shared the observations that some surveys are too long and the AEC needs to find out why the participation rate is low.
- The Participation Subcommittee will schedule a follow up meeting with ISR survey experts.
- Judy will investigate the tools from the Office of Diversity Equity and Inclusion.
- Ivo will work on how to simplify the survey and make it simple, time efficient, and useful.
- Questionnaire and Infrastructure Committee charge to be discussed at the next meeting.

The meeting adjourned at 5:07 pm.

Min Hui Huang, Secretary

Upcoming Meetings: October 27, 4-5 pm, November 17, 4-5 pm, December 15, 4-5 pm