



Academic Evaluation Committee (AEC)
December 15, 2022, 4:00 pm, Location: Zoom (regular meeting)

Minutes: 12/15/2022
Circulated: 01/20/2022
Approved: 01/26/2022

Present: Semyon Meerkov (Chair), Ivo Dinov, Min Hui Huang, Ioulia Kovelman, Ann Marshall (FSO), Silvia Pedraza (SACUA liaison), Judy Smith

1. Chair Semyon Meerkov called the meeting to order at 4:02. The minutes from the November 17th meeting were approved.
2. Report of the Impact Subcommittee: A copy of the revised impact evaluation documents, *Impact Evaluation Poll (IEP) for Deans 12/08/22* was distributed to AEC members. Appreciation was expressed for the meeting with Provost Laurie McCauley. Two changes to the IEP survey that resulted from the meeting include:
 - The addition of “Not applicable” to question 3, i.e. not all deans have department chairs.
 - The question, “Could you please provide an example of AEC surveys impact on your decision-making?” is now question 6. Note that that there are two sections of questions, the first three are “main” and the second three are “optional.”
3. Report of the Participation Subcommittee:
 - ITS has worked hard to allow all department chairs to be included as survey respondents. There have been technical challenges for several schools (e.g. Nursing) related to the numbers (PCN) needed to effectively identify chairs.
 - To increase participation, the survey has been simplified into main and optional questions, with a total of 31 main questions. Total survey is roughly 100 questions.
4. AEC voted unanimously on the duration to preserve the open-format answers of IEP remarks for a total of **4 weeks**, with a start date of February 7th when the IEP survey closes (date of circulating the IEP survey is January 17th). Motion was moved by Semyon Meerkov and seconded by Judy Smith.
5. Members discussed whether to have President Ono send a message encouraging faculty to fill out the AEC survey. AEC comments included that the request is similar to having faculty encourage students to fill out course evaluations and that the wording of the president’s message is important. A final decision will be made at the next meeting.
6. Meeting adjourned at approximately 4:38

Respectfully submitted,

Ann Marshall