

Minutes of Administration Evaluation Committee (AEC) Meeting on November 17, 2022

Location: Zoom

The meeting was called to order at 4:02 pm.

Present: Semyon Meerkov (Chair), Yi-Su Chen, Ivo Dinov, Ioulia Kovelman, Ann Marshall, Judith Smith, Wayne Stark, Min-Hui Huang

- Approved Minutes of the AEC meeting on Oct 27, 2022.
- Report of the Impact Subcommittee:
 - Two documents related to Impact Evaluation Poll (IEP) have been distributed via email to AEC members for review.
- Report of the Participation Subcommittee:
 - A copy of Silvia's email of Nov 7 summarizing the discussion with ISR at a meeting with the Subcommittee was reviewed. Discussion on the past response rates and suggestions to improve the response rate ensued, including creating brief and targeted survey inviting messages, using a material incentive, shortening the survey length, and selecting representative samples.
- Report of the Questionnaire and Infrastructure Subcommittee:
 - Semyon shared the suggestion from Michael Hess, the ITS team member, at a meeting with the Subcommittee on Nov 17: Creating a set of main, general questions to evaluate the President, Deans, and Program Directors etc. and a set of optional, more detailed questions for faculty who are interested in responding. Research evidence showed that surveys no more than 1000 words increased the response rate.
 - A Motion was made to develop the AEC survey with a general section of questions that is less than 1000 words and 20 questions and an auxiliary section of questions that is optional for faculty to complete with the goal to increase the response rate. Five AEC members voted YES and two abstained. The Motion passed.
 - HR is working to include non-regentially approved program Chairs in the AEC survey.
- Action items:
 - Discussed the duration of preserving the open-format remarks in the AEC survey. A Motion was made to preserve the remarks in the AEC survey for four weeks after the survey results are released. Five voted YES and one abstained. The Motion passed.
 - Discussed the length for preserving the open-format remarks in IEP relevant to its goal and timeline for completion. The goal of IEP is to inform the design of the AEC survey, which will be launched in March. Deans will receive an invitation to complete the IEP on January 17 with a deadline for completion on February 7. Various lengths for preserving the remarks were suggested. The AEC will continue this discussion at the meeting on December 15.

The meeting adjourned at 5:02 pm.

Min Hui Huang, Secretary

Upcoming 2022 Meeting: December 15, 4-5 pm