



Academic Evaluation Committee (AEC) Minutes
March 30, 4:00 pm, Location: Zoom (regular meeting)

Minutes: 03/30/2023
Circulated: 04/13/2023
Approved: 04/20/2023

Present: Semyon Meerkov (Chair), Yi-Su Chen, Min-Hui Huang, Ann Marshall (FSO), Wayne Stark

1. Chair Semyon Meerkov called the meeting to order at 4:00. The minutes from the February meeting were approved.
2. Current Survey Response Rate and Outreach Efforts
 - Response rate to date is 9% (over 500 people). AEC is aiming for at least a 50% response rate.
 - Planned reminder emails to encourage participation:
 - AEC members are strongly encouraged to promote the survey in their units
 - April 5th Letter from President Ono (approved and ready to distribute)
 - April 12th AEC reminder email
 - April 19th AEC reminder email (last day of the survey)
 - Chair Letter and a Dean Letter – to be drafted by Chair Meerkov in a manner that Chairs/Deans can easily forward or copy/paste into an email to their units. The email should ideally come from the Chair/Dean so that it is more likely to be read. Including the current response rate in the email was suggested.
 - Senate Assembly Chair Allen Liu will promote the survey to Senate Assembly members, also encouraging senators to spread the word in their units.
 - In the reminder emails, Chair Meerkov will emphasize that this is a faculty-run evaluation survey
3. Additional discussion about the survey
 - Two new regentially-approved administrators at Flint not included in the survey, likely because HR did not provide the most up-to-date data. Unfortunately, ITS cannot provide a fix at this point. In addition, at both Flint and Dearborn, some non-regentially approved administrators may not be included in the data.
 - A few people notified Semyon that their Dean/Chair wasn't included, but out of 6,400 respondents, the coverage appears to be very good.
5. The meeting adjourned at approximately 4:30 pm
6. The next meeting is Thursday, April 20, 4:00 pm

Respectfully submitted,

Ann Marshall, Secretary (FSO)