



Academic Evaluation Committee (AEC) Minutes
September 25, 4:00 pm, Location: Zoom (regular meeting)

Minutes: 09/25/2023
Circulated: 10/11/2023
Approved: 10/23/2023

Present: Ivo Dinov (Chair), Eric Beuerlein, Yi-Su Chen, Min-Hui Huang, Bob Jones (invited guest, Executive Director of Support Services for ITS), Ioulia Kovelman, Ann Marshall (FSO), Silvia Pedraza (SACUA liaison), Camille Wilson.

1. Chair Ivo Dinov called the meeting to order. The minutes from the previous meeting were approved and all present introduced themselves.
2. AEC Chair Ivo Dinov provided opening remarks on the AEC survey.
 - The AEC survey receives more than 10,000 submissions, with hundreds of administrators across campus being evaluated. One issue, given the number of submissions, has been how to handle usability for those administrators receiving feedback from the AEC survey.
3. Bob Jones, Executive Director of Support Service for ITS, discussed ITS' role with the AEC survey.
 - ITS implements the AEC survey, with AEC committee members controlling the content. The survey has evolved significantly over time, with former AEC Chair Semyon Meerkov working closely with ITS last year. Steps include 1) finalizing the survey questions, 2) determining the survey's functional requirements, and 3) executing the survey. Last year, to improve the response rate, the survey was restructured to include, for each person being evaluated: 1) simplified main questions and 2) additional optional open-ended questions.
 - In addition to the AEC Survey, in 2022-2023, an Impact Evaluation Poll (IEP) surveyed the administrators evaluated by the AEC survey, asking them how they use AEC results and inviting the administrators for their feedback. IEP qualitative data was shared with AEC for 30 days and then deleted.
4. Additional Discussion
 - The [2023-2024 AEC charge](#) was reviewed.
 - Bob Jones assured committee members that the AEC data is kept secure and that respondent uniqueIDs are disaggregated from responses.
 - A question was asked about how qualitative feedback of chairs is handled in departments with a small response rate, such that individual respondents might be identified. Ivo added that in cases of a low response rate, the potential high variation might lead to a misinterpretation of results.
5. Next Steps
 - Bob Jones will provide additional 2022-2023 survey materials for AEC review.
 - IF AEC members choose to do an IEP survey for 2023-2024, October was suggested as a target implementation date.

Next meeting is Monday, October 23, 11 am-noon

Respectfully submitted,

Ann Marshall, Faculty Governance Coordinator (FSO)