FACULTY SENATE
SENATE ASSEMBLY
UNIVERSITY OF MICHIGAN

1120 Ruthven Building
1109 Geddes Avenue
Ann Arbor, MI 48109

Academic Evaluation Committee (AEC) Minutes
February 19, 2024, 11:00 am, Location: Zoom (regular meeting)

Minutes: February 19, 2024
Circulated: March 15, 2024
Approved: March 25, 2024

Present: Ivo Dinov (Chair), Eric Beuerlein, Mihai Burzo, Yi-Su Chen, Brian Cors (ITS), Bob Jones (ITS), Ioulia Kovelman, Haripriya Mahadevan (ITS), Ann Marshall (FSO), Silvia Pedraza (SACUA liaison), Kang Shin, Judy Smith, Camille Wilson.

1. The meeting was called to order and the minutes from the previous meeting were approved.

2. AEC Survey Project Timeline
- Brian Cors shared the AEC Project Timeline AY 2023-2024.
- Key dates include March 19th for the survey start date and April 19 as the survey end date.
- February 23 is the deadline to finalize the HR-based data file, including the data files for clinical faculty, ISR, librarian archivists & curators, nursing, Ross, SMTD, Kinesiology, and UM Flint.
- The HR data is complex. There is not just one HR definition of a faculty member and ITS needs to work with HR to get the needed data, which results in a complicated set of queries.
- Including ISR involves adding people with "dry" appointments. This is being done only for ISR.
- There was a discussion about including U-M Flint lecturers (as respondents) and non-regental chairs/directors (as evaluated administrators) in the 2024 survey. Both Brian Cors and Mihai Burzo will reach out to U-M Flint contacts to see if the needed HR, etc. data can be attained in a usable format by February 23.
- After the survey ends:
  - Qualtrics survey data will be analyzed in Tableau and then posted publically on AEC website
  - Private text comments about each administrator are 1) summarized with AI and 2) raw comments are reviewed and formatted.
  - Then comments in both formats are sent to each administrator for download. Each administrator being evaluated only has access to those text comments directed to them and they do not have access to any of the other comments. Open-ended text responses are deleted from all U-M systems after the review period.

3. Discussion on survey results with a small N response rate
- AEC members discussed whether to exclude survey results with a small (e.g. less than 5 people) response rate. Small response rate could be due to either a small number of faculty in the department and/or a low faculty response rate. A reason to exclude small N results is that the results in Tableau could be misinterpreted.
- The AEC decision was to include all findings in the published results regardless of a small response rate and to let readers make their own interpretations.

4. The AEC decision is to include those respondents (i.e. tenure-track, clinical, librarian, lecturers, archivists/curators) with a 50% or more appointment.

5. AEC Survey Communications Timeline and Communication Emails
- Brian Cors shared the Communications Timeline, with links to email communication drafts

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- A subset of AEC will need to review the communication drafts to update the dates, etc.
- The heads-up email to administrators being evaluated will go out via targeted email by the Faculty Senate Office and the other email correspondence will go out via Qualtrics.
- The IT team will work on drafting a Confidentiality Notice, to be posted on the AEC website and linked to from relevant AEC communications. The notice will be reviewed by AEC members before being finalized.

Adjournment

Remaining Winter Term Meetings:

Monday, March 25, 11 am - noon
Monday, April 22, 11 am - noon
Monday, May 20, 11 am - noon (only if needed)

Respectfully submitted,

Ann Marshall, Faculty Governance Coordinator (FSO)