



Academic Evaluation Committee (AEC) Minutes

September 16, 2024, 11:00 am, Location: Zoom (regular meeting)

Minutes: 09/16/2024

Circulated: 10/15/2024

Approved: 10/21/2024

Present: Ivo Dinov (Chair), Audrey Bennett, Eric Beuerlein, Mihai Burzo, Yi-Su Chen, Brian Cors, James Gulvas, HariPriya Mahadevan (IT), Ann Marshall (FSO), Patricia Tillman-Meakins, Camille Wilson, Jay Winkler, Alex Yasha Yi (SACUA liaison), Bob Jones (IT)

1. The meeting was called to order and the minutes from the previous meeting were approved.
2. Introductions, and brief history and overview of AEC survey
 - Gratitude was expressed for all of IT's work on the AEC survey
 - In recent year, Qualtrics and Tableau have enhanced the AE survey. Note that HR data is complex. What is a departmentally-approved chair in one unit may be different than in another unit. This complexity requires significant work by IT to prepare the survey. See also the [AEC 2024-2025 Charge](#) and [AEC Final Report 2023-2024](#).
 - Here is the [AEC survey website](#) which is linked to from the [AEC FSO website](#)
 - The Impact Evaluation Poll (IEP) is an AEC-sponsored survey that administrators take about their experience with the AEC survey. See the [AEC Impact Survey Results](#).
4. The IT Team shared upcoming deadlines and two planning documents
 - The survey goes live in March 2025
 - October is the target deadline to finalize the survey questions.
 - October is the target deadline to finalize the survey audience. If the HR data is to change, that info is needed asap. See also:
 - U-M Faculty Senate Office (FSO) Administration Evaluation Committee (AEC) Survey Project Overview & Run Book - 2024/2025
 - AEC Survey Project Timeline / Run Book - AY 2024/2025
5. Initial planning discussion of 2024-2025 AEC survey
 - If there are any changes to a structure of a campus or unit, such as last year with Flint, this would need to be reflected in the HR data IT receives. 2024-2025 AEC members cover a variety of campuses and tracks and these perspectives are helpful for AEC's work.
 - Issues raised regarding the 2024-2025 survey included:
 - Survey response rate – can it be improved? AEC members can act as survey advocates. Perhaps AEC could target particular departments with low response numbers? Other ways to incentivise respondents?
 - Is the AE survey aligned with how administrators are actually evaluated?
 - What does the committee want to achieve?
 - Should other UM institutes be added to the AEC survey? The institutes included are Residential College, Life Science Institute (LSI), and Institute for Social Research (ISR)
6. Action Items
 - IT team will share a generic (not individualized to you and your unit, etc.) survey so AEC members can review the AE questions and the survey look and feel

Adjournment

Respectfully submitted,
Ann Marshall, Faculty Governance Coordinator (FSO)