



### **Academic Evaluation Committee (AEC) Minutes**

April 22, 2024, 11:00 am, Location: Zoom (regular meeting)

Minutes: April 22, 2024

Circulated: 9/13/2024

Approved: 9/16/2024

Present: Ivo Dinov (Chair), Eric Beuerlein, Mihai Burzo, Brian Cors (ITS), Christopher Gardner, Bob Jones (ITS), Haripriya Mahadevan, Ann Marshall (FSO), Camille Wilson.

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

#### 2. 2024 AEC Survey Update & Final Steps

- To date, 2,096 respondents completed the survey for a 24.7% response rate. This response rate is similar to last year. Three respondents encountered a vendor issue and special thanks goes to ITS team member Haripriya Mahadevan for quickly creating a solution for these three respondents. In total, less than 20 ITS tickets had been submitted.
- A final thank you email, with a link to view the survey results, will go out to all faculty invited to participate in the survey after the results are posted.
- There was discussion about giving faculty the opportunity to offer feedback on the 2024 AEC survey, including suggesting administrators who might be added to the 2025 survey. The ITS team will look into the possibility of adding a Google Forms or Qualtrics link in the thank you email (above).
- Multiple AEC members expressed appreciation for the expertise and hard work of the ITS team.
- ITS member Christopher Gardner will prepare the visualizations and survey results for the AEC website.
- The ITS team will be in contact with Chair Ivo Dinov regarding any additional outstanding issues for either the 2024 AEC or IEP survey.

#### 3. IEP Survey

- The ITS team will implement the IEP survey to begin after administrators have had time to review the 2024 comments received and the posted survey results. IEP is a short (less than 7 questions) survey to be completed by the approximately 180 administrators evaluated by the AEC survey.

#### 4. Initial Planning for 2025 Survey

- AEC recommends a more simplified charge for 2025 that pursues a steady longitudinal approach.
- The ITS team will do a debrief within their team about lessons learned. There was interest in AEC members and the ITS team together having a debrief on 2024 lessons learned.
- The ITS team will put together a run manual/playbook for the 2025 survey.
- While survey planning procedures have improved over time, more documentation and preparing for what-if scenarios is recommended.
- The “who” (HR data) of the survey requires extensive effort by ITS and it is recommended that the final HR data pool be set earlier in 2025.
- FSO and the ITS team will be in contact over the summer to discuss initial 2025 AEC logistics.

Adjournment

Respectfully submitted,

Ann Marshall, Faculty Governance Coordinator (FSO)