FACULTY SENATE
SENATE ASSEMBLY
UNIVERSITY OF MICHIGAN

1120 Ruthven Building
1109 Geddes Avenue
Ann Arbor, MI 48109

Academic Evaluation Committee (AEC) Minutes
October 21, 2024, 11:00 am, Location: Zoom (regular meeting)

Minutes: 10/21/2024
Circulated: 11/11/2024
Approved: 11/18/2024

Present: Ivo Dinov (Chair), Audrey Bennett, Eric Beuerlein, Mihai Burzo, Yi-Su Chen, Brian Cors, Chris Gardner, James Gulvas, Haripriya Mahadevan (IT), Ann Marshall (FSO), Patricia Tillman-Meakins, Camille Wilson, Jay Winkler, Alex Yasha Yi (SACUA liaison).
Absent: Hari Nathan, Kang Shin, Jay Winkler

1. Call to order, approval of the agenda and the 9/16 minutes

2. Review of AEC survey questions and suggestions for revision
- AEC members were invited to suggest changes to the "AEC Draft Survey Questions 2025" (in the AEC google doc folder)
- The ITS team shared a Qualtrics 2024-2025 demo survey for AEC review of the survey. The demo is generic, meaning it is not specific to any faculty member. A heading indicating the demo is a 2024-2025 mock-up will be added. AEC members are asked to not share the demo beyond AEC. In the demo survey, checkmarks (at left) indicate completed sections. Respondents can take a break and come back to the survey. When a respondent selects "submit," the survey is finalized.
- One idea for an additional AEC survey question is to ask respondents for feedback about the AEC survey.
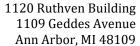
3. Discussion of survey audience
- Inclusion of Assistant/Associate Deans?
    - There is some interest in adding associate deans to the survey. AEC members also noted that HR data could be complex and/or not feasible, e.g. LSA has nine associate deans and some of the deans may not be relevant to all LSA faculty (social sciences, humanities, etc.). Associate dean data for UM-Flint could similarly be challenging.
    - If associate deans were added, would they be located in the dean survey section or a new section? Would question revision be needed? The addition of associate deans could also require a new tableau dashboard for AEC results. AEC needs to be cognizant of over complexifying the survey and avoiding confusion of ADs/Dean, respectfully, Vice-Chair/Chair responsibilities.
- AEC is waiting to hear back from IHPI about the invitation to include them in the survey. No other U-M institutes were mentioned as possible additions for 2024-2025.
- November 29th is the ITS target deadline to have the HR file completed.

4. AEC Survey response rate
- If the survey takes longer to complete, this could negatively impact the response rate.
- It was proposed that one additional Qualtrics reminder (to those who had not yet completed the survey) be added.

5. Action Items
- Any proposed changes to survey questions and/or interface should be shared soon.
- The Rackham Graduate School will be contacted to check on whether the HR data accurately indicates which faculty should evaluate the Rackham Dean.

- IHPI will be followed-up with to assess their interest in being included in the AEC survey.
- ITS is continuing to work on challenges with accurately including Dental School administrators in the survey.
- It was proposed that the ITS team investigate the HR data feasibility of adding associate deans to the AEC survey with the likelihood that such data could not be ready for 2024-2025. Instead, for 2024-2025, an open-ended question about associate deans could be added.
- As homework for the November meeting, it was suggested that AEC members 1) brainstorm ideas for increasing the survey response rate, and 2) explore the extent to which the AEC survey questions align with how administrators are actually evaluated.

6. Adjournment

Respectfully submitted,

Ann Marshall, Faculty Governance Coordinator (FSO)