FACULTY SENATE
SENATE ASSEMBLY
UNIVERSITY OF MICHIGAN

1120 Ruthven Building
1109 Geddes Avenue
Ann Arbor, MI 48109

Academic Evaluation Committee (AEC) Minutes
November 18, 2024, 11:00 am, Location: Zoom (regular meeting)

Minutes: 11/18/2024
Circulated: 1/10/2025
Approved: 1/22/2025

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

1. Call to order, approval of the agenda and the 10/21 minutes

3. HR data for Dentistry, new/interim chairs, Rackham, and institutes
- University HR data does not automatically indicate department chairs for Dentistry. Dentistry HR was not aware of the survey and IT has been working with Dentistry HR to access the data. To retrieve an accurate list of administrators, IT needs to annually request data from HR contacts in Ross, Nursing, SMTD, and Dentistry.
- For department chairs, AEC discussed: 1) what date should be used to pull HR administrator data? and 2) whether to include new administrators in the survey? For example, if a chair transition occurs in December, should the new chair be included in the survey if they've served only 1-2 months? AEC recommends that new chairs be included to: 1) create a baseline evaluation for future years, and 2) allow interim administrators to receive an evaluation.
- **Action Item (to be finalized in January):** AEC proposed that IT: 1) retrieve AEC HR data in January or February with a pull date of December, and 2) include all outgoing, new, and continuing 2024-2025 administrators as of the December date. AEC will finalize this decision in January.
- For the Rackham Graduate School, all U-M Ann Arbor survey respondents can evaluate the Rackham dean. AEC proposed this continue as is since faculty across many units serve on Ph.D. and/or graduate theses, etc. AEC could revisit the issue in the future.
- No new U-M institutes will be added this year. IHPI was invited to participate this year, but already has high faculty engagement. AEC could consider including other [institutes](#) (e.g. Michigan Institute for Data Science, Michigan Neuroscience Institute), but note this requires new coding by IT and new HR contacts. See [here](#) for institutes currently included.

3. HR data for Associate and Assistant deans
- There are multiple complexities to adding associate/assistant deans. AEC will keep the current survey hierarchy.
- There are concerns that adding associate/assistant deans would make the survey longer and could negatively impact the response rate.
- Other complexities of adding assistant/associate deans include: 1) associate/assistant deans positions often change over time and there is not consistency across units, 2) there is not a full-proof way to pull HR data on associate/assistant deans and, doing so, would require manually trying to create a methodology to pull this HR data and there are concerns of data accuracy, 3) challenges of each faculty member potentially having multiple assistant/associate deans to evaluate, 4) the need to potentially create new survey questions relevant to assistant/associate deans as well as expected changes to the Tableau report structure, 5) the number of dean-category administrators would increase exponentially from 30 to 170+ administrators.

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- The AEC survey includes open-ended comment boxes, and respondents can already add feedback for assistant/associate deans and associate/assistant provosts. New survey instructions could be added to encourage more feedback if helpful.

4. AEC Survey response rate
- The Qualtrics AEC survey is already mobile-friendly and it allows respondents to stop mid-survey and return to finish later. Any respondents that has not yet submitted the survey will receive a survey reminder. Each new reminder has resulted in a 20-30% increase in total responses. It was noted that a 30% response rate is often considered reasonable.

5. **Action Item:** The issue of comparing AEC questions to how administrators are actually evaluated will be considered in January.

6. There have been no suggested changes to the survey questions for the upcoming year. Last call for any changes is Monday, December 2, 2024.

7. Adjournment

Respectfully submitted,

Ann Marshall, Faculty Governance Coordinator (FSO)