

AGENDA

Administration Evaluation Committee

[Committee Roster](#): Ivo Dinov (Chair), Audrey Bennett, Eric Beuerlein, Mihai Burzo, Yi-Su Chen, James Gulvas, Hari Nathan, Ann Marshall (FSO), Kang Shin, Patricia Tillman-Meakins, Camille Wilson, Jay Winkler, Alex Yasha Yi (SACUA liaison)

Date/Time: Monday, February 17, 11 am - noon

Location: Virtual via zoom

Agenda Items

1. Call to order
2. Approval of agenda and the 1/13 meeting minutes
3. HR data – brief IT update
 - a. See also AEC Survey Project Timeline / Run Book AY 2024/2025
4. Finalize the 2025 AEC survey communications
 - a. With the survey response rate in mind, are there any slight adjustments to the survey communication language?
 - b. Does AEC want to add any text or metrics to emphasize the purpose and/or importance of the survey?
 - i. 2025-03-04 - Heads-Up for Administrators (Sent via U-M Targeted Email)
 - ii. 2025-03-18 - Survey Opening Day (Sent via Qualtrics)
 - iii. 2025-03-25 - Reminder 1 (Sent via Qualtrics) - PRESIDENT ONO
 - iv. 2025-04-01 - Reminder 2 (Sent via Qualtrics).docx
 - v. 2025-04-08 - Reminder 3 (Sent via Qualtrics)
 - vi. 2025-04-15 - Reminder 4 (Sent via Qualtrics)
 - vii. 2025-04-18 - Survey Closing Day (Sent via Qualtrics)
5. Publicizing AEC survey results – any additional plans for the 2025 results
 - a. See AEC draft survey communications (beginning with “Notification of AEC Results Posted ...”)
6. If time, comparing AEC questions with how administrators are evaluated (google doc)
 - a. Academic leadership and vision: Delivery of a high-quality academic experience for students, and stimulation of innovative, high-impact research, scholarship, or creative work by faculty.
 - b. Good management, including:
 - i. accessibility and visibility to members of their school/college
 - ii. demonstrated track record of follow through and “getting things done”
 - c. Development and management of financial, physical and human resources to ensure effective stewardship, long-term financial health. and achieve leadership vision and objectives
 - d. Commitment to diversity, equity and inclusion

- e. Responsiveness to university priorities and challenges
- f. Collaboration, including within the school/college, and with units across U-M
- g. Creating a culture of ethics, integrity, and compliance.

8. Matters Arising

9. Adjournment

Remaining winter term meetings:

March 17

April 21