



AEC Minutes

Minutes of Meeting: 4/21/2025

Circulated: 9/9/2025

Approved: 9/15/2026

Present: Ivo Dinov (Chair), James Gulvas, Christopher Gardner, Haripriya Mahadevan, Mihai Burzo, Patricia Tillman-Meakins, Brian Cors, Audrey Bennett, Kang Geun Shin, Camille Wilson, Hari Nathan

Absent: Eric Beuerlein, Yi-Su Chen, Alex Ya Sha Yi, Bob Jones

Faculty Senate Office: Eric Vandenberghe

1. Call to Order, Approval of Agenda and Minutes, Announcements

The agenda was approved. The minutes for the March meeting were approved.

2. ITS team recap of survey implementation

Summary: The Chair introduces this topic and offers some initial comments. Members of the ITS team proceed to discuss details of the survey results. There were 2000+ surveys completed. The response rate was consistent with the rate of the past three years.

Action: Update

3. HR data issue for Education chairs

Summary: The ITS team details some issues that came up, and the potential solutions. The few issues that did come up were primarily related to HR data. These issues have been or will be addressed. It is indicated that 10% of surveys are currently in progress and still have some time to submit. Multiple email reminders have been sent out, with a recent reminder having been sent out during the prior week.

A member indicates that the response rate could rise if further incentives are provided. The member suggests that the results should have some consequences. The results of the survey could factor into the promotion and merit raises of reviewed administrators, for example. This practice correlates to faculty being reviewed by their students. This suggestion is framed as a potential point of interest that the committee could review during the next academic term.

Action: Discussion

4. Sharing the AEC survey results

Summary: The committee discussed when and how the survey results will be shared



with the community. The ITS team indicates that May 22nd is the tentative date that the data will be released. The dashboards will be completed, and work is ongoing. Committee members ask questions about the rollout of the data and the ITS team responds.

The Chair discusses conversations that have occurred regarding the questions related to DEI in this survey. Discussion ensues on how these questions will be handled for this current survey. It is stated that SACUA will make decisions on how this will be handled. ITS provides a breakdown of how administrators receive survey results.

Discussion ensues on how data will be retained. The Qualitative data is kept for one month and is then deleted. One reason that it is not retained is that consistent written survey results can cause individual results to be identifiable. Discussion ensues on this with varying opinions offered. A member offers the opinion that there should be a record of persistent praise or concerns. Another member indicates that there is a need to protect responders and also retain information. Use of artificial intelligence is discussed.

Action: Discussion

5. IEP Poll

Summary: An ITS member discusses the IEP poll, a tool used to collect feedback from members of the administration. Essentially, it serves as a survey about the survey process itself. The history of this poll is also outlined. While the poll is not typically administered annually, it was conducted last year. Despite this precedent, the poll is available for distribution whenever the committee finds it necessary.

Committee members discuss the value in utilizing the poll this year. A member makes a point that this poll will be useful particularly related to the DEI questions present in the survey. After discussion the committee determines that the IEP poll will be utilized this year.

The timeline for the IEP poll is discussed. The poll will likely be sent out in May or June, based on further discussions. Prior to distribution, the committee will review the questions.

Action: Discussion

6. AEC Final Report and any other initial plans for fall 2025

Summary: The Chair will work with the Faculty Governance Coordinator to write a draft of the committee's final report. The draft report will be sent out to the committee for their review. Once finalized, the report will be sent to SACUA and posted to the committee's webpage.

The Faculty Governance Coordinator present clarifies how committee assignments are distributed and reviews the length of these terms.



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The committee is thanked for their time and effort. Committee members offer thanks to the Chair.

Action: Discussion

Adjournment

Respectfully submitted,

Eric Vandenberghe
Faculty Governance Coordinator
Faculty Senate Office