MEMO

GRANDVALLEY
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Date: Friday, April 18, 2014

To: Karen Gipson, Chair Executive Council of the Senate

From: Shari Bartz-Smith, Chair, University Assessment Committee

Re: UAC Year-End Report

CC: Julie Guevara, Associate Vice President for Academic Affairs, Assessment,
          Accreditation & Planning

The University Assessment Committee was charged by the UAS and ECS with the following:

1. ***Continue to provide leadership and support to university constituents as they implement the six year self-study plans and three year learning outcome reports provided for in the University Assessment Philosophy and Policies endorsed by UAS on April 22, 2005.***

- Provided initial and refresher training in Weave Online to UAC members.

- Provided continuing training to UAC members in assessment best practices.

- Provided initial and refresher training in Google Docs to UAC members.

- Maintained and updated the UAC website.

- Reorganized and updated the UAC Blackboard Site to include assessment archival material for each unit.

- Over the course of fall 2013 and winter 2014 semesters the UAC reviewed 14 self-study reports (2 resubmissions) with 5 units requiring continuing action, and 50 assessment reports. Self-study reports were due to their respective Deans May 20, 2012 and reviewed by the UAC in the fall 2013 semester. Assessment reports were due December 7, 2013 through Weave Online or other data management systems and reviewed by the UAC in the winter 2014 semester. Final memos will be sent to the Dean by mid-May.

- The UAC also continued to be a resource for university constituents as they developed their self-study reports, assessment reports, and assessment plans.

- Service unit representatives were reappointed for 2013-2014 academic year.

- Met with Ben Rapin and Daniel Slaughter in Institutional Marketing to talk about ways to improve the UAC online notification system. Starting with the May 20, 2015 reporting dates units will upload their self-study into the online notification system for review.

2. *Continue to monitor the <u>Faculty Handbook</u> language on assessment and propose any necessary language revisions that will clearly separate assessment philosophy, policy and procedure from each other as well as making a recommendation as to whether any of the procedural language should be removed from the <u>Faculty Handbook</u>.*

- The UAC discussed and voted on procedural language changes in the faculty handbook to better reflect the duties of the committee. These changes approved by the UAS in fall 2013.

3. *Provide language for Faculty Handbook update on the committee membership due to the restructuring of the Pew FTLC as part of the Provost's Office as well as the need to more accurately describe service unit representation on the UAC.*

- Faculty handbook language regarding committee membership was updated in the fall 2013 and approved by the UAS in the fall 2013.

4. *Continue to work with General Education and academic units to explore/develop meaningful ways to enhance assessment policies and procedures, as a service to the university.*

5. *Update instructions for preparing unit self-studies and assessment reports.*

- In the winter 2014, the UAC updated current policies and procedures for developing self-study reports. Committee will continue to reassess on an annual basis.

- The UAC met with the chair of the FSBC, Bob Hollister, to discuss their charge to examine ways that the two committees may be able to streamline assessment practices. The UAC voted on and approved the addition of an item called Resource Analysis to the required 6 year self-study. This item will be specific to academic units.   Detailed instructions will be included on the revised self-study instructions which are scheduled to go out in May.

6. *Review the UAC website as needed and update.*

- The UAC website was updated, and the link to the online reporting schedule was provided. All Deans, Associate Deans, Unit Heads, and other individuals as assigned can access their scheduled dates for assessment by entering in their network ID and password at the login page.

Current Chair, Dr. Shari Bartz-Smith has completed her third year in a three year term and will not be returning in the fall 2014 due to an approved sabbatical. Vice Chair, Debbie Morrow also completed her third year.   The committee is currently working on finding a replacement chair for the 2014-2015 academic year.   The two main focus areas for the 2013-2014 academic year, in addition to completing reviews and acting as a resource, were to work on updating faculty handbook language and to also update self-study reporting instructions. Both of these focus areas were achieved.