

2019-20 UAC Members

<p>Brooks College of Interdisciplinary Studies Tracy Flemming, Area & Global Studies (F19) College of Community & Public Service Scott Berlin, School of Social Work (18-21) <i>Tina Yalda, School of Criminal Justice (18-20)</i> College of Education Wei Gu, Teaching & Learning (18-21) Greg Warsen, Ed. Leadership & Counseling (19-21) College of Health Professions <i>Denise Ludwig, Communication Sciences (19-22)</i> <i>Libby MacQuillan, Allied Health Sciences (18-21)</i> College of Liberal Arts and Sciences Paul Carlson, Music, Theatre and Dance (18-20) Haiying Kong, Communications (17-20) <i>Jon Hasenbank, Mathematics (19-22) (Chair)</i> Julie Henderleiter, Chemistry (18-21) (Vice-Chair) Michael Henshaw, Biology (19-22) Janel Pettes Guikema, Modern Lang. & Lit. (19-22) Carolyn Shapiro-Shapin, History (17-20) Al Sheffield; Music, Theatre, and Dance (18-20) Fang (Faye) Yang, Communications (18-21) <i>Unfilled CLAS Seat #1</i> <i>Unfilled CLAS Seat #2</i></p>	<p>Kirkhof College of Nursing <i>Sue Harrington, Nursing (18-21)</i> Padnos College of Engineering and Computing Sung-hwan Joo, Sch. of Engineering* <i>*AY replacement for Chris Pung (18-20)</i> Greg Schymik, Computing & Info. Services (16-19) Seidman College of Business <i>Sonia Dalmia, Economics (17-20)</i> <i>Anne Sergeant, School of Accounting (15-18)</i> Service Unit / Co-Curricular Units Colleen Lindsay-Bailey, Housing & Res. Life (17-20) Kelly McDonell, Honors College Advising (18-21) Susan Mendoza, Director: Office of U R & S (18-21) Mike Saldana, CHP Academic Advising (18-21) <i>Betty Schaner, Assistant Dean, Adv. & Ss Serv. (19-22)</i> <i>Kate Stoetznier, Padnos International Center (19-22)</i> University Libraries Representative Kristin Meyer, University Libraries (17-20) Student Senate Representatives: <i>Undergraduate Representative</i> Damaris Crocker DeRuiter (graduate) Ex Officio (Office of the Provost): Chris Plouff, AVP for SPAA Taylor Boyd, SPAA Assessment Specialist Christina Lunn, SPAA Graduate Practicum Experience</p>
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(bold, in attendance; *italics, notified absence*)

Agenda:

- 1) Arrivals and pre-meeting review of the Minutes (3:00 – 3:10).
Julie called the meeting called to order at 3:10 p.m. Note: Jon was unable to attend due to extenuating circumstances.
- 2) Introductions
- 3) Approval of minutes from 10/7/19 (**attachment B**)
 - a) Minutes were approved.
- 4) Report from the Chair
 - a) Highlights from the 2019 IUPUI Assessment Conference
 - i) Chris and Jon presented at the conference – really engaged group of folks attended their session and they got great feedback.
 - b) Incorporating ARSS functionality into GVAdvance:
 - i) Review cycle management
 - ii) Notification & messaging system
 - iii) Meeting on 11/6/19 scheduled with GVA Developer to provide feedback on 1 & 2 and to discuss additional development priorities
 - iv) Additional development priorities include:
 - (1) Context for review

(2) New compliance check report (to replace TB's manual check)

c) Meetings:

- i) Met with Felix Ngassa and Shawn Bultsma to discuss faculty perspective on SP and SS processes
(1) In the meeting a written summary of changes was requested including 1) Give units time to engage in a self-study process before crafting new strategic plans. 2) Recognize GVSU's investments into GVAdvance.

- ii) CP+TB+JH - Assessment-related preliminary discussions:

(1) Assess U-SLOs outside of GE

(a) How do we talk about LE across our curriculum (not just in GE) – this is what we are attempting to capture.

(2) New U-SLOs (e.g. digital learning, global/cultural comp.?)

(3) GVSU revised SP expected by F20

5) Report from the Provost's Office – CP's comments were a part of the Chair's report and are noted above.

6) New Business:

a) Initial discussion: UAC Chair's term and election procedures (**attachment C**)

- i) Question about years of service on the committee and the amount of time that it would take to become chair and serve (would this be feasible in the 3-year term, or would it need to span two 3-year terms?).

- ii) 3-year term seems to be ambitious think about it and discuss at the next meeting

(1) Recommendation to make it a 1-year term but they can continue beyond that year if they are able.

(2) Recommendation to hold annual elections and know that the same person can be elected again.

(3) From the Provost's Office, there is value in continuity. Recognition that the chair has big responsibilities and when that person is not effective, there should be a way for them to step down.

- iii) Look at a Chair, Chair-Elect succession plan to help transfer knowledge and provide continuity.

- iv) Question on the floor about whether the UAC Chair gets reassign time. Chris shares that a formal agreement exists already (approved by UAS and signed by the Provost a few years ago). UAC Chair gets reassigned time equal to 25% of their teaching load.

- v) Discussion about the length of term, 1- or 2-year term, did not lead to a clear consensus – there are advantages and disadvantages to both. Do we want to encourage a culture of chairs taking positions for 2 years but not put it in writing?

Straw Poll

	1-Year	2-Year
Elect beginning of winter semester (1 semester before):	14	10
Elect by end of fall semester (~1.25 semester before)	13	9

- vi) **Recommendation on language for the memo: The Chair-elect shall be elected from among the elected representatives to a term of either 1-year academic year term (July – June), contingent upon annual reaffirmation by the committee and upon their continued service as an elected representative to UAC. The Chair election shall occur in late fall semester that precedes the start of the prospective Chair's term. In the event the Chair's position should be vacated before the Chair's term is complete, the committee shall vote to identify an Interim Chair until a new Chair can be elected.**

**If the current chair wishes to run again as the chair, the committee will vote on the chair's continuance. Should the chair be re-elected, no chair-elect will be elected.*

- vii) Do we simply want to elect a chair and vice-chair every late fall?

- 7) Assessment Reviews:
- a) Brief discussion of how “SP reviews” differ from “AR” and “AP Only reviews”
 - i) Reminder for the group that this semester is heavy on AR reviews. There should be something entered for every item for review.
 - ii) Teams should work on assessment reports now. Each team should have an experienced person leading the effort on reviewing the strategic plans.
 - b) Asynchronous collaboration and work time:
 - i) Review Teams 1-5 collaborate on Fall 2019 review dockets
 - (1) Each team should be working to complete AR reviews as soon as possible.
 - (2) REMINDER: Update the F19 Review spreadsheet when you are finished with first reviews so Team 6 can complete second reviews.
 - ii) UAC Chair & Team 6 / SS reps meet to discuss actions arising from the 2018-19 Co-curricular and Advising Task Force recommendations (see Attachment C to the 10/7/19 meeting).
 - c) Teams report out; Q&A as needed
- 8) Adjournment ***Future F19 UAC meetings: 11/18/19 and 12/2/19*

Thank you to Colleen Lindsay-Bailey and Kristin Meyer for taking minutes.