

2019-20 UAC Members

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| <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> Libby MacQuillan, Allied Health Sciences (18-21) College of Liberal Arts and Sciences Paul Carlson, Music, Theatre and Dance (18-20) <i>Haiying Kong, Communications (17-20)</i> Jon Hasenbank, Mathematics (19-22) (Chair) 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>(bold, in attendance; <i>italics, notified absence</i>)</p> | <p>Kirkhof College of Nursing Sue Harrington, Nursing (18-21) 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 Sonia Dalmia, Economics (17-20) Anne Sergeant, School of Accounting (15-18) 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) <i>Mike Saldana, CHP Academic Advising (18-21)</i> Betty Schaner, Assistant Dean, Adv. & Ss Serv. (19-22) Kate Stoetznier, Padnos International Center (19-22) University Libraries Representative Kristin Meyer, University Libraries (17-20) Student Senate Representatives: Damaris Crocker DeRuitter (Graduate) <i>TBA (Undergrad)</i> Ex Officio (Office of the Provost): Chris Plouff, AVP for SPAA Taylor Boyd, SPAA Assessment Specialist Christina Lunn, SPAA Graduate Practicum Experience</p> <p>Guest: Shawn Bultsma, Vice-Chair, ECS/UAS</p> |
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Agenda:

- 1) Arrivals and pre-meeting review of the Minutes (3:00 – 3:10).
Meeting will be called to order at 3:10 p.m.
- 2) Introductions
 - a) Welcome Damaris Crocker DeRuitter, our new graduate representative to the committee.
- 3) Approval of minutes from 11/4/19 (**attachment B**)
 - a) Jon revised the minutes to clarify a few points in his absence. One point of clarification was the reassigned time for the chair of UAC, there is a policy for reassigned time. The chair should remember to ask for this time. Minutes were approved with changes.
- 4) Report from the Chair
 - a) Jon met with Kathy Moran and Janet Winter to clarify how Nursing's DNP assessment plan is structured in GVAssess.
 - b) Jon met with Heather VanWormer to develop a timeframe for revising and updating their Assessment Plan.

- c) Jon met with Chris and Taylor to lay out a possible timeline for accelerated self study and Strategic Plan in light of our new president. Want vertical alignment and to provide feedback to units. Jon presented a possible timeline.
 - d) Chris clarified that at the end of the 6-year cycle, units do a self study. With GVAssess, FBLC and UAC provide feedback. In this more condensed model, UAC would not have time to provide feedback before the next SP cycle hits. Units would work with their Deans and Colleges to review self studies. UAC would have access to this but may not review. This is **just theoretical** at this point; UAC needs to be aware that these conversations are happening with more information to come.
- 5) Report from the Provost's Office
- a) Chris mentioned adding an assessment tool to Bb for all units (some units have requested additional Bb features). Assessment could happen within Bb, which might make data collection, storage and analysis easier for Units. Want to make sure that duplication doesn't lead to additional costs, since other programs we pay for might be dropped. Scott talked about how his unit is looking to transition out of Chalk and Wire and into Bb. Units that assess core items across all programs may find that Bb works for their needs, if programs can use Bb for some assessments. Other software and programs may be better suited for other functions that units need. Chris invites input about pros and cons of Bb. Bb could be invited to give a short presentation to UAC should the committee find it useful; some units are piloting. UAC might want to invite units who are using Bb in this way to give a presentation to UAC with their specific findings.
- 6) Old Business:
- a) **[action item]** UAC Chair's term and election procedures (**attachment C**)
 - i) Jon shared his thoughts about the chair's term and election procedures as related to the value of a 3-year term. He built the spreadsheets we use and a way to keep track of internal notes of conversations he has with units. Since he knew he was in the position for 3 years, the background work was valuable to him and worth the time up front.
 - ii) The question of "what if you were un-elected" was part of the earlier discussion. There is a mechanism for this in the proposed procedures.
 - iii) Sue shared her experiences. There is no way to do justice to the committee or position in 1 year. It takes a semester plus to get up to speed.
 - iv) Jon checked Robert's Rules for language and structure of his proposed motion and amendments.
 - v) *The motion is to approve changes to the UAC bylaws according to attachment C.*
 - vi) Summary of proposed changes to SG 1.02.i:
 - (1) Change #1. Strike the words "and service" from sentence [1]. They appear to have been left by mistake the last time the bylaws were updated. Note: service unit terms are defined in SB 1.02.i.ii.
 - (2) Change #2: Relabel the item v. to item vi. to make room for Change #3.
 - (3) Change #3: Add the <NEW> language as item v.
 - vii) The new language for item v. in the motion is as follows, prior to amendments [1] and [2] below:
 - (1) *Election of the Chair: The Chair shall be elected from among the faculty representatives. [2] The Chair is elected to a one-year term (July – June). [3] The vote for Chair occurs at the beginning of the Winter semester to allow the Chair-elect to shadow the outgoing Chair before taking office. 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 to serve until a new Chair can be elected.*
 - (2) The motion was **amended** to make the term length 3-years, replacing sentence [2] with "The Chair shall serve for one year (July – June) or until a new Chair is elected." Discussion centered around the value of learning the job and the question as to how many other committees have chair positions as long (or at all). There was also a question as to who approves this—are there issues with establishing a chair term that exceeds the length of work on the committee. Shawn felt that ECS/UAS would likely listen to the desire of the committee. Shawn also felt that a model

of chair and vice-chair (presumptive next chair) makes sense. This committee seems to be setting precedence. There was an opinion expressed not to put a chair succession policy in place; there is value in letting the vice chair position change to let people see if they are interested in serving as chair. There was a concern that putting the process into words and codifying it may generate problems down the road (if the chair is not re-elected to the committee).

- (3) The amendment passed on voice vote.
- (4) A second amendment was put forth, Replace sentence **[3]** with: "The vote for Chair occurs at the end of the Fall semester to allow the Chair-elect to shadow the outgoing Chair before taking office."
- (5) There was no discussion on the amendment. It passed on voice vote.
- (6) The amended motion to adopt Changes 1, 2, and 3 was passed on voice vote. Jon will write a memo for ESC/UAS.

(a) SG 1.02.i.v. Election of the Chair: The Chair shall be elected from among the faculty representatives. The Chair shall serve for three years (July – June) or until a new Chair is elected, contingent upon their continued service as an elected representative to UAC. The vote for Chair occurs at the end of the Fall semester to allow the Chair-elect to shadow the outgoing Chair before taking office. 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 to serve until a new Chair can be elected.

7) Assessment Reviews:

a) Asynchronous collaboration and work time:

- i) Jon pointed everyone to the UAC website for doing a Strategic Planning review. We can now "compile objective reporting" to find everything on one screen (addition since the document was posted).
- ii) Jon clarified that we need to select "First Review Complete" when the review is ready for team 6. Otherwise "Save".
- iii) Review Teams 1-5 collaborate on Fall 2019 review dockets
- iv) 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).

b) Teams report out; Q&A as needed

8) Adjournment ****Future F19 UAC meetings: 12/2/19**