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| **University Assessment Committee**  Meeting Date: Sept. 14, 2020 | Time: 3:00 p.m. – 5:00 p.m.  Room: Zoom | GVLEFT |

**2020-21 UAC Members**

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| **Brooks College of Interdisciplinary Studies (1)** **Peter Wampler, Honors (20-23)**  **College of Community & Public Service (2)** **Scott Berlin, School of Social Work (18-21)**    **Christine Yalda, School of Criminal Justice (18-20**)  **College of Education (2)**    Wei Gu, Teaching & Learning (18-21)    **Greg Warsen, Ed. Lead. & Counseling (19-22)**  **College of Health Professions (2)**    **Denise Ludwig, Communication Sciences (19-22)**    **Libby MacQuillan, Allied Health Sciences (18-21)**  **College of Liberal Arts and Sciences (11)** **Richard Besel, Communications (20-23**)    **Jon Hasenbank, Mathematics (19-22)**    **Julie Henderleiter, Chemistry (18-21)** **chair**    Mike Henshaw, Biology (19-22)    **David Laughlin, Movement Science (20-23)**    **Keith Oliver, Physics (20-23)**  **Zsuzsanna Palmer, Writing (21-23)**    **Janel Pettes Guikema, Modern Lang & Lit** (20-22)    **Carolyn Shapiro-Shapin, History** (20-23)    Al Sheffield; Music, Theatre, and Dance (19-22)   **Fang (Faye) Yang, Communications (18-21**)  (bold, in attendance; *italics, notified absence*) | **Kirkhof College of Nursing (1)** **Sue Harrington, College of Nursing (18-21)**  **Padnos College of Engineering and Computing (2)** **Greg Schymik, Computing & Info Systems (19-22)**    **Sung-Hwan Joo, School of Engineering (20-23)**  **Seidman College of Business (2)**    Anne Sergeant, School of Accounting (18-21)    *Unfilled SCB seat*  **Service Unit Representatives (6)**    Colleen Lindsay-Bailey, Housing & Res. Life (20-23)  *Colin DeKuiper*  **Breeann Gorham, CCHP Advising (20-21)**    **Susan Mendoza, OURS (18-21)**    Betty Schaner, Assistant Dean, CLAS (19-22)    **Kate Stoetzner, Padnos International Center (19-22)**  ***Unfilled Service Unit Seats (1)***  **University Libraries Representative (1)**    **Scarlet Galvan, University Libraries (20-23)**  **Student Senate Representatives (2) (1-year terms)**    Undergraduate: *TBD* **Anca Enache : Grad Rep**  ***Ex Officio* (Office of the Provost)*:*  *Chris Plouff, AVP for SPAA***  **Taylor Boyd, SPAA Assessment Specialist** |

**Agenda:**

1. Arrivals and pre-meeting review of the Minutes (3:00 – 3:10).   
    **Meeting called to order at 3:10 p.m.**
2. Introductions and welcome incoming members
3. Approval of minutes from 2/10/2020 (attachment a)
   1. Minutes approved
4. Report from the Chair
   1. Election of a vice-chair and minute-taker
      1. Role of Vice Chair = person who wants to take minutes and is interested in potentially leading the committee down the road. Chair is approved each year but goal is to have chair in for 3 years.
      2. Call for interested persons.
      3. Shapiro-Shapin will take minutes
      4. UAS received well our plan for Chairs. Removed ARSS language and will work with GVAdvance.
   2. UAS charges for the committee
      1. Reviews – for chunk D of University this year
      2. Self-studies – on hold
      3. Final actions on the task forces is tabled until next year – we are close to having an official memo for UAS re: task forces. UAS has asked committees to focus on key items. We will only be looking at assessment reports. We will not be doing strategic plan reviews.
         1. The task force was looking at ways to have better interfacing with service units and providing support to better manage expectations. Encourage units with service courses to consider assessments for these courses.
   3. Fall task list, review changes due to covid-19
      1. Winter 2020 data may be largely absent, appropriate response is to note missing data then state that we look forward to a future when data collection, analysis, and reporting can resume as normal.
         1. We are not going to ask why info is missing from Covid semester of Winter 2020.
         2. We will trust that units have made best possible decision.
   4. AR review assignment for 9/21/2020 meeting (new members and others who want to join in)
      1. BB Site and Team Assignments Spreadsheet introduced; Looking for volunteers from team 6 and one from 4 or 5 to move to Team Zero. Goal is to balance the workload evenly among teams.
      2. Please X and initial proposal after completion and then after Team Zero reviews, a second set of initials would be added
      3. Team Zero begins with Assessment plan only scenarios.
      4. New folks will meet on Sept. 21st at 3 p.m. with 3 experienced members to review the Sociology Assessment report to do a model review. Have new folks listen in and watch. Volunteers: Hasenbank, Henderleiter, and Shapiro-Shapin can be there.
         1. Basics of GV Advance system introduced – Context, Program, Compile, Templates for Review, Document with stock language for suggestions.
   5. Items from last Winter –
   6. Not for Motions and Decisions but for discussion. Units will need to have self-studies for Winter and this guide is designed to help units focus their efforts.
      1. We want units to focus on big issues – summarize major findings and objectives and discuss student learning and reflect on strengths/ challenges of unit. Nov. Board Meeting: the goal is a general outline of a strategic plan.
      2. Goal is to make project less onerous.
      3. Boyd: The unit self-studies will go to the college level and Colleges will write a college-level self-study that will go to the senior leadership. They are looking for key priority areas to target.
      4. Harrington asked if information will be next strategic plan. Boyd affirmed that the self-studies will be a voice from the units.
   7. Consider a change to one of the Self Study prompts (attachment b)
   8. Guidance to units and programs about assembling Self Study reports (attachment c)
      1. By meeting on 9/28, please offer changes and suggestions to document. Document will be circulated. Send comments to Julie by 9/23 so that she can incorporate changes and circulate the document. Goal is to convey that a short response for each objective would be the proper form. Total of 7-10 pages is target length for self studies.
   9. Revisit implementing plans for the CC+A task force recommendations (see 2/10/20 draft Minutes, attached), TABLED to 2021-22.
      1. UAC will review Self Studies with focus only on reflections on Student Learning Outcomes (SLOs) in Fall 2021, not the entire self study. This is what we are advocating unless folks want to do more.
      2. Harrington wondered about not reading entire study b/c of loss of context. Of what use is the conclusion without the Mission, Values, etc. Hasenbank suggested reading context but only reviewing the SLOs and not adding comments on context.
   10. Decide how (and if) UAC will review and provide feedback on Self Study reports; what role is most beneficial? (see note, end of attachment b)
       1. Henderleiter noted that there is an ongoing discussion of whether UAC should be reviewing these Self Studies at all since Strategic Plans are not primarily about student learning. What is the balance point between providing feedback to units and information for deans to act upon.
       2. We will look to Plouff for guidance on this.
   11. Discuss whether UAC will continue to review Strategic Plans and/or review SP Reporting Updates in the future.
       1. Will require change to committee responsibilities, as per Faculty Handbook.
   12. Discuss graduate program assessment planning and reporting expectations (see 12/2/19 Chair report); these are currently the same as undergraduate expectations (6-10 SLOs per program).
       1. Plouff and Henderleiter will take this issue up on Oct. 9 with the Graduate Council. Information will be brought back from that meeting rather than reporting on the issue now.
5. Report from the Provost’s Office – Plouff
   1. Meeting of Grad Directors: Stoetzner noted focus on meeting on creating the bare minimum of work and on questions of timing of work and workload (will assessments stack or will the calendar just shift).
   2. Plouff: assessment will continue this year with streamlined expectations – focus reporting on one objective. Will clarify with Dean Pottiger which expectations are tabled and which must be done.
   3. Hasenbank: We need to make clear which assessment are tabled and which are needed.
   4. Plouff: There are strong opinions concerning Gen Ed concerning assessment as HLC needs ongoing assessment. Gen Ed has a more complicated process and the “just do one” approach will not work with their assessment program. Henderleiter and Plouff noted that another round of communications with Gen Ed.
   5. Plouff: Covid language is in the HLC document and needs to be further examined to get clarification on what needs to be done surrounding assessment. We have Fall 2022 interim HLC review. We will need to have Self Studies to show that we are internally reviewing our programs. They are looking to have a strategy in November and a plan fully completed in summer.
   6. In response to Harrington’s question about percentage of courses we can offer online. Before Covid, we were approved to offer all programs online. This has been in our accreditation documents for 5+ years. We do not have approval for correspondence delivery.
6. New business
   1. Taylor – walk through GVAdvance and key review information
      1. He will join session next week with new reviewers. Reach out to him if you are having trouble logging in. He will provide guidance as needed and answer questions.
   2. Off-week training session for new members, Sept 21; select “experienced” members to lead and the AR to review of Sociology. There will also be a GV Advance refresh.
   3. Hasenbank asked re: checking permissions. Henderleiter has been updating permissions.
   4. Meetings are being recorded and will be posted.
7. Adjourned at 4:49 P.M.

Team Assignments (tentative)

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| **Team 0** | **Team 1** | **Team 2** | **Team 3** | **Team 4** | **Team 5** | **Team 6** |
| Julie Henderleiter-CLAS-CHM  (need person from team 6, and one from teams 1-5) | Sung Hwan Joo-  PCEC-EGR  Anne Seargent-SCB-ACCT  Al  Sheffield-CLAS-MTD  Peter Wampler-BCOIS-HON | Scott  Berlin-  CCPS-SOC  Richard Besel-  CLAS-COM  Carolyn Shapiro-Shapin-  CLAS-HST  Greg  Warsen - COE-EDL | David Laughlin-CLAS-MVT  Denise Ludwig-  CHP-CSCI  Greg Schymik-PCEC-CIS  Christine Yalda-  CCPS-CJ | Scarlet Galvan-  UL  Jon Hasenbank-CLAS-MTH  Mike Henshaw-CLAS-BIO  Keith  Oliver-  CLAS-PHY  Fang (Faye) Yang-  CLAS-COM | Wei Gu-  COE-EDI  Janel Pettes Guikema-CLAS-MLL  Sue Harrington-KCN-NUR  Libby MacQuillan-CHP-AHS  Zsuzsanna Palmer –  CLAS-WRT | Colleen Bailey-Housing  Breann Gorham -  Advising  Susan Mendoza-OURS  Betty Schaner-CLAS-AD  Kate Stoetzner-  PIC |