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

**2020-21 UAC Members**

|  |  |
| --- | --- |
| **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) Recording** **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, PCEC Advising (20-21)**  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)**  **University Libraries Representative (1)**    **Scarlet Galvan, University Libraries (20-23)**  **Student Senate Representatives (2) (1-year terms)**    Undergraduate: *TBD*    Graduate: *TBD*  ***Ex Officio* (Office of the Provost)*:*  Chris Plouff, AVP for SPAA**  **Taylor Boyd, SPAA Assessment Specialist  Anca Enache, Graduate Assistant** |

**Agenda:**

1. Arrivals and pre-meeting review of the Minutes (3:00 – 3:05).   
    **Meeting called to order at 3:05 p.m.**
2. Approval of minutes from 9/28/2020 (attachment)
   1. Motion to approve moved and seconded. Motion carried.
3. Report from the Chair
   1. Note changes to the Review Teams (below and in Bb)
   2. Report from UAS, changes to charges and chair selection process
      1. Charges and Chair selection process all approved by UAS
   3. 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).
4. Report from the Provost’s Office
   1. Plouff noted that he is working to identify a steering team and other business.
5. New business
   1. Finalize Self-Study prompts (attachment)
      1. Units will complete Self-Studies in GV Advance. The template is to share with units to give a framework.
      2. We should use consistent language throughout. GV Review System is unavailable.
      3. Clearer language: “Please use the questions provided to guide your responses to each of the prompts below.”
      4. Suggestion of 7-10 pages. Put a suggested word limit (1000 words) on each text box – avoid a hard limit. This will be done consistently.
      5. FSBC language: What are some key indicators from the numeric metrics provided that favor the long-term stability of the unit? If there are any areas of concern that have arisen from the numeric metrics provided over the past 5-6 years, then how are they being addressed? FSBC will be contacted.
      6. Printing: Follow up with developer an option to be able to print. Storage/Collection could be archiving done in University Archives. We will want a viewable document, perhaps a print to PDF option could be Machine Readable.
   2. Recommendations for the Self-Study template (attachment)
      1. Will this be beneficial to units?
      2. If yes, what adjustments need to be made to the current document.
      3. Will rename this as “guidance” or “example” since a template is something to fill out.
      4. Will not link out to UAC website.
      5. Unit Heads and Assistant Unit Heads fill this out. Short video will be created to guide this process – will discuss the purpose, who the readers will be, and how to get started. An email will go out in mid-October concerning starting the process.
      6. Colleges will review all pieces of the Self Study – we will only review learning outcomes. These reports are a part of a regular process of review. We need to address the audience of the report so units will know how to answer the question. Transparency in the introductory video is key: readers will include College Deans, UAC, and FSBC.
      7. Discussion of due date. Suggested due date is Tuesday, June 1 to give departments and deans time to complete the work.
   3. Decide how UAC will review and provide feedback on Self Study reports; what role is most beneficial?
   4. Discuss whether UAC will continue to review Strategic Plans and/or review SP Reporting Updates in the future; will require change to committee responsibilities, as per Faculty Handbook. (Suggest discussing this in Winter, 2021)
6. Move to adjourn and seconded. Motion carried. Adjourn to small groups for task of strategy for tackling review list at 4:20 p.m.

**Team Assignments (Final)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team 0** | **Team 1** | **Team 2** | **Team 3** | **Team 4** | **Team 5** | **Team 6** |
| Julie Henderleiter-CLAS-CHM  Susan Mendoza-OURS    Christine Yalda-  CCPS-CJ | 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  Keith  Oliver-  CLAS-PHY  Greg Schymik-PCEC-CIS | Scarlet Galvan-  UL  Jon Hasenbank-CLAS-MTH  Mike Henshaw-CLAS-BIO  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  Colin DeKuiper- PCEC  Anca Enache- Grad. Assist.  Breeann Gorham -  Advising  Betty Schaner-CLAS-AD  Kate Stoetzner-  PIC |