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| **University Assessment Committee**  Meeting Date: September 13, 2021 | Time: 3:15 p.m. – 5:00 p.m.  Room: Zoom | GVLEFT |

**2021-22 UAC Members**

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| **Brooks College of Interdisciplinary Studies (1)**    *Peter Wampler, Honors (20-23)*  **College of Education & Community Innovation (4)**  **Wei Gu, Teaching & Learning (18-21)**  **Donijo Robbins, Pub. Nonprofit & Health (21-24)**    *Cathy Meyer-Looze Ed. Leader & Counseling (21-22)*  **Christine Yalda, Criminology, CJ, Legal St. (20-23)**  **College of Health Professions (2)** **Denise Ludwig, Communication Sciences (19-22)**   *Libby MacQuillan, Allied Health Sciences (21-24)*  **College of Liberal Arts and Sciences (11)**    **Richard Besel, Communications (20-23)**  **Heather Gulgin, Movement Science (21-22)**    **Jon Hasenbank, Mathematics (19-22)**    **Julie Henderleiter, Chemistry (21-24) chair**   **Keith Oliver, Physics (20-23)**  **Zsuzsanna Palmer, Writing (20-23)**    **Janel Pettes Guikema, Modern Lang & Lit (20-22**)    **Carolyn Shapiro-Shapin, History (20-23)**    **Al Sheffield; Music, Theatre, and Dance (19-22)**  *unfilled position*  *unfilled position*  (bold, in attendance; *italics, notified absence*) | **Kirkhof College of Nursing (1)**    **Sylvia Mupepi, College of Nursing (21-24)**  **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)** **Sonia Dalmia, Economics (20-23)**   **Joe Little, Marketing (21-24)**  **Service Unit Representatives (6)**   *Brian Bossick, Career Development Services (22-23)*    **Colleen Lindsay-Bailey, Housing & Res. Life (20-23)**  **Susan Mendoza, OURS (21-24)**  **Mike Messner, Director SSP, SASC (21-24)**    **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)*:*  Sonia Dalmia, Economics, AVP for SPAA**  **Taylor Boyd, SPAA Assessment Specialist**  **Anca Enache, Graduate Assistant** |

**Agenda:**

1. Arrivals and pre-meeting review of the Minutes (3:00 – 3:15). Meeting called to order at 3:15 p.m.

Introductions

1. Approval of minutes from 4/5/2021 (attachment a)

Mendoza moved that last meeting’s minutes be approved. Seconded by Schymik. Motion carried.

1. Report from the Chair
   1. Welcome new members
   2. Review of committee, structures, confirm start time (3:05 or 3:15) confirmed for 3:15 p.m.
      1. Support unit level assessment and university accreditation.
      2. Every other week, whole group meets. On off weeks, small groups may meet. There is a weekly zoom link to use if groups wish on off weeks.
      3. Review of UAC Website.
      4. BB Site reviewed including internal document including preliminary Teams and units and programs or subprograms for review. If CLAS adds new members, labor will be redivided. No service units to review this term. We will not be reviewing strategic planning. BB site has hotlinks to GVAssess.
      5. When finished with a review, add a X and your initial. Box will change color. You can add notes in the spreadsheet, if needed.
   3. Small group breakout for GVAssess orientation\* – 10-12 minutes
      1. There will be a training session for new members where experienced members will work through a review (assigned in advance)
   4. ECS/UAS charges (attachment b)
      1. CoCurricular and Advising Task Force and Pre-Major and Service Task Force, now in SHORE system
         1. We will explore and discuss these documents
      2. HLC Review 2023 – Assist Provost’s office
      3. Ellen Schendel discussed revision of assessment reporting, strategic planning, program review to streamline processes
      4. Work with Provost’s office to pursue NILOA designation for upcoming year
   5. Updates from summer
      1. Schendel led a discussion of streamlining assessment and making it more meaningful
      2. If strategic planning is on a 6-year cycle, then UAC might not want to conduct reviews during strategic planning process. Develop a 6-year review cycle for units. More of a Program review. If this moves forward, UAC would review units midway through 6-year cycle; ask units to pick 2-4 SLOs and focus on them. Smaller number of SLOs but report just on these.
      3. Will invite Schendel to meeting after Program Review Committee meets.
   6. Last year, no reporting was required of units. Assessment reports will likely be shorter this year.
      1. We will need to assess all modalities if course is taught in multiple formats
2. Report from the Provost’s Office
   1. Sonia Dalma is now Provost’s Office representative as an Ex Offico member on UAC
   2. Work is underway on interim report on accreditation for HLC (due 2023)
3. New business
   1. Review SHORE memos from Pre-major/Service Course task force (attachment c) and Co-curricular/Advising task force (attachment d). Discuss and approve, as appropriate
      1. \*For next meeting – read through memos with this question in mind: are the memos consistent with what the UAC intended? We can edit as we see fit. Advising and Task force report needs some development. We have an opportunity to help units make positive changes and focus reporting. Also, will help externally accredited bodies.
      2. Goal is to have this done by Christmas
      3. GoogleDocs will be used for discussions.
      4. Discussed tabling these memos until next meeting. Asked for folks to review and make suggestions.
   2. Strategies for AR and self-study (prompt 3 from the Self Study – Student Learning Outcomes) reviews
      1. Assessments are to resume in Fall 2021. We expect F2019, and if it exists F’2020 and W2021 in the report.
      2. Proposals for feedback – recognize something done well and offer 1 constructive suggestion.
         1. Choice
            1. Option 1: small groups do AR AND self-studies

Schymik suggested that those who do ARs do self studies for same units. This was agreed upon by group.

* + - * 1. Option 2: small groups do AR OR self-studies
      1. Discussion
         1. In discussion, Schymik noted that we have the capacity to comment on units reports and self studies.
         2. Hasenbank suggested on not doing ARs this year.
         3. Henderleiter suggested not filling all fields but giving feedback on what has been submitted but also noted that we could choose not to do ARs this year.
         4. Hasenbank noted that we could choose between Add Comment and Add Feedback for each review with teams choosing.
         5. Review teams will select between Comment and Feedback as situation warrants.
         6. In self study reports, reporting will be concise and put in a comment box. Master spreadsheet will be used to distribute reviews.

1. Meeting Adjourned
   1. Schymik moved; Stoetzner seconded. Approved at 4:46.

\*Agenda for breakout rooms: (leaders: Jon, Greg, Carolyn, Colleen and Julie).

1. Show folks where to log in. I’ve added the new members as UAC reviewers, so everyone should be able to log in.
2. Show folks how to search for a program (can also click the link in the spreadsheet). Show where the different emphases appear as tabs. Show how to compile reporting, look at the Context for Assessment and at the Measures.
3. Show how to add reviewer feedback—show a form, talk about typing the program name at the top, look over the questions. Mention where to look in the reports to find answers (in brief). What do we mean by closing the loop. Then save as first review.
4. Talk very briefly about what to look for in a review. Consider pulling up an old review or, if comfortable, your own unit and briefly talking through it. This will NOT be the only time this happens to train the newbies—it’s just an introduction, so overview is fine.

**Team Assignments**

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| **Team 0** | **Team 1** | **Team 2** | **Team 3** | **Team 4** | **Team 5** | **Team 6** |
| Julie  Henderleiter | Wei  Gu  Heather  Gulgin  Al  Sheffield  Christine  Yalda | Richard  Besel  Jon  Hasenbank  Sylvia  Mupepi  Donijo  Robbins | Joe  Little  Cathy  Meyer-Loose  Zsuzsanna  Palmer  Greg  Schymik | Sung-Hwan  Joo  Denise  Ludwig  Keith Oliver  Carolyn  Shapiro- Shapin | Scarlet  Galvan  Janel  Pettes Guikema  Libby  MacQuillan  Peter  Wampler | Colleen  Lindsay- Bailey  Brian  Bossick  Susan  Mendoza  Mike  Messner  Betty Schaner  Kate  Stoetzner |
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