MEMO

Date: October 10, 2013

To: Karen Gipson, Chair, Executive Committee of the Senate

Tonya Parker, Vice Chair, Executive Committee of the Senate.

From: Shari Bartz-Smith, Chair, University Assessment Committee

Re: UAC Faculty Handbook Language Changes

The UAC would like to request approval by the ECS/UAS to update the Faculty Handbook language for the University Assessment Committee. This is in alignment with two of the charges for the UAC for the 2013-2014 academic year. The committee met, voted on, and approved the language drafted below. We feel this language more accurately represents the make-up of the committee as well as the responsibilities. The specific charges of the committee, followed by the rationale for the changes are listed below. The attached document contains the current faculty handbook language at the top of the page followed by edits in Track Changes at the bottom of the page.

2. Continue to monitor the Faculty Handbook language on assessment and propose any necessary language revisions that will clearly separate assessment philosophy, policy and procedure from each other as well as making a recommendation as to whether any of the procedural language should be removed from the Faculty Handbook.

3. Provide language for Faculty Handbook update on the committee membership due to the restructuring of the Pew FTLC as part of the Provost's Office as well as the need to more accurately describe service unit representation on the UAC.

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Rationale:

Committee Membership language:

1. Committee membership on the UAC is unique in that we have both Faculty and Service Unit members. Language was updated to show the number of service unit members that we have deemed necessary to complete reviews in a manageable way over the past several years as well as defining their role. We have The primary role of the service unit

membership is to review service unit documents. They also serve as second readers on all memos to ensure clarity and readability. The primary role of the faculty membership is to review faculty reports.

2. Administrative membership was amended to reflect that the director of the PEW FTLC is now under the Provost's office and therefore we no longer need two separate representatives from that area.

3. Service unit representatives are stated as serving 3 year staggered terms starting in the fall semester versus the end of the winter. Service unit representatives are on 12 month contracts and when we are in the position of having a large number of reviews for the winter semester we often utilize our service unit membership as second readers and this work is often completed by the end of the spring semester (June).

Responsibilities:

1. Previous language in this area was created at the inception of the UAC becoming a faculty governance committee and did not accurately reflect all of the roles and responsibilities of the committee that have evolved over the past eight years. The proposed description more accurately addresses the spectrum of duties filled by the committee.