



University Academic Senate  
Executive Committee of the Senate  
Kristine Mullendore, Chair 2010-11  
Nancy M. Levenburg, Vice Chair 2010-11

## Memorandum

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**TO:** Stephen Burton, Chair, University Assessment Committee (UAC)

**FROM:** Kristine Botsford Mullendore, Chair, ECS/UAS

A handwritten signature in purple ink that reads 'Kristine B. Mullendore'.

**SUBJECT:** Agenda for 2010-2011

**DATE:** August 20, 2010

**CC:** Gayle R. Davis, Provost and Vice President for Academic Affairs  
ECS Members  
UAC Members

At its retreat on August 19, 2010, the Executive Committee of UAS agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year.

Attached for your reference is the section from the Faculty Handbook which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters:

1. Continue to provide leadership and support to university constituents as they implement the six year self study plans and three year learning outcome reports provided for in the University Assessment Philosophy and Policies endorsed by UAS on April 22, 2005.
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. Continue to work with General Education and academic units to explore/develop meaningful ways to enhance assessment policies and procedures, as a service to the university.

Thanks for all the work you do on this important committee.

## **h. University Assessment Committee (UAC)**

- i. Faculty Membership: Faculty membership of the UAC consists of seven faculty members from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the remaining colleges, one from the University Libraries. Service unit membership of the University Assessment Committee consists of two representatives from the Advising Resource/Advising Council, one from Student Services and one from Academic Services/Information Technology, appointed by the Provost with recommendation from vice presidents responsible for the preceding groups.

Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.

- ii. Student Membership: One student representative selected by the Student Senate for a term of one year.
- iii. Administration Membership: The Director of the Pew Faculty Teaching and Learning Center ex officio, non-voting and the Provost or designee ex officio, non-voting.
- iv. Responsibilities: The UAC's primary responsibility is to oversee and support the process of assessing units (including assessing student learning outcomes). It does so by reviewing assessment plans, progress reports, and self-studies for all academic majors, academic units, and service units.