



Date: Friday, April 15, 2011

To: Kristine Mullendore, Chair Executive Council of the Senate

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

Re: UAC Governance Year-End Report

CC: Julie Guevara, Asst. Vice President for Academic Affairs

The University Assessment Committee was charged by the UAS and ECS with the following:

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.*
- Provided training in Weave Online to new UAC members.
 - Provided training to new UAC members in assessment best practices.
 - Participated in the university-wide assessment conference in winter 2011, Effective Assessment; Practicing Excellence-Excellent Practice.
 - Maintained and updated the UAC website.
 - Through a collaborative effort with the Provost's office the UAC updated the Assessment Cycle graphic to more clearly reflect the stages and processes of assessment as practiced at GVSU. This document is available on the university assessment webpage.
 - Over the course of fall 2010 and winter 2011 semesters the UAC reviewed 9 self-studies and 30 assessment reports. Self-studies were due to their respective Deans in May 2010 and reviewed by the UAC in the fall 2010 semester. Assessment reports were due in October through Weave Online or other data management systems and most assessment reports were reviewed by the UAC in the winter 2011 semester. These memos will be sent to the Dean by late April, early May. A few assessment reports are still under review and will be completed with memos sent to the Dean by mid spring term.
 - In the Fall of 2010, the UAC updated policies and procedures for developing self-studies, and these documents were posted on the UAC faculty governance webpage. The documents also offer a visual timeline and notification regarding when items are due.
 - The UAC also continued to be a resource for university constituents as they developed their self-studies and assessment reports.

- The Chair and ex-officio member of the UAC met with Institutional Marketing in Winter 2011 to work on developing a web based system to assist in the organization and administration of the assessment process. The intent of developing a web-based system is to have the reporting schedule in a web-based format with automatic notification to units with dates when their assessment reports and self-studies are due. The UAC expects to implement this system in the 2011-2012 academic year.
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.*
 - Initial review of current language in the faculty handbook related to the UAC was initiated in the Fall of 2010. The structure of this committee has changed to include two additional representatives from the service units to assist with review of service unit self-studies and assessment reports. With the reorganization of the Pew FTLC, now under the direct report to the Provost office, the UAC recommends that the director of the Pew FTLC no longer serves as an ex-officio member of the UAC. These changes should be reflected in the 2011-2012 faculty handbook under, 2.01.4 h (iii).
 - The UAC assessment philosophy was separated from the instructions for writing a self-study and is posted as a stand-alone document on the UAC website.
 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.*
 - The UAC Chair met with the Director of General Education in the Fall 2010 semester to discuss the GE assessment plan for the upcoming year. The General Education Committee started its second three year cycle of assessing courses in the GE Program. Starting in 2011-12 they will summarize the data for the GE subcategories (i.e., Theme 1, Foundation - Arts).

At the final meeting of the 2010-2011 academic year, Shari Bartz-Smith was voted as Chair of the UAC for a three year term and Debbie Morrow was voted as Vice-Chair by the committee. The committee will continue to work on finding ways to support university constituents through the assessment process. Training new committee members on best practices in assessment at the beginning of each semester will continue to be one of the focus areas in the upcoming 2011-2012 academic year.