

Zoom (if needed): <https://gvsu-edu.zoom.us/j/95511559934?pwd=LzJrVE1veVdOdS9UMDVHd0FBeitGZz09>

NOTE—you have been added to the UAC Organization in Bb (still classic view). You can access the Zoom meetings through the *Zoom Meeting Link* tab there or the link in the agenda.

2023-24 UAC Members

<p>Brooks College of Interdisciplinary Studies (1) <i>unfilled position</i></p> <p>College of Education & Community Innovation (2) Raymond Higbea, Comm Leader & Devel (23-26) Wei Gu, Teaching & Learning (21-24)</p> <p>College of Health Professions (2) Libby MacQuillan, Sch. Interdisc. Health (21-24) Martina Reinhold, Physician Assist. Stu. (22-25)</p> <p>College of Liberal Arts and Sciences (11) Dan Adrian, Statistics (23-24) Richard Besel, Communications (23-26) Charles Ham, Classics (23-26) Jon Hasenbank, Mathematics (23-26) Julie Henderleiter, Chemistry (21-24) chair Zsuzsanna Palmer, Writing (23-26) Christine Smith, Psychology (22-25) <i>unfilled position</i> <i>unfilled position</i> <i>unfilled position</i> <i>unfilled position</i></p> <p>Kirkhof College of Nursing (1) Sylvia Mupepi, College of Nursing (21-24)</p> <p>(bold, in attendance; <i>italics, notified absence</i>)</p>	<p>Padnos College of Engineering and Computing (2) Nabeeh Kandalaft, School of Engineering (22-25) Greg Schymik, Computing & Info Systems (22-25)</p> <p>Seidman College of Business (2) Joe Little, Marketing (21-24) <i>unfilled position</i></p> <p>Service Unit Representatives (6) Andy Beachnau, AVP Student Affairs (22-25) Brian Bossick, Career Devel. Services (22-25) Colleen Bailey, Housing & Res. Life (23-26) Susan Mendoza, CUSE (21-24) Mike Messner, Director SSP, SASC (21-24) <i>unfilled position</i></p> <p>University Libraries Representative (1) <i>unfilled position</i></p> <p>Student Senate Representatives (2) (1-year terms) Undergraduate: <i>TBD</i> Graduate: <i>TBD</i></p> <p>Ex Officio (Office of the Provost): Sean Lancaster, AVP for SPAA Phuong Vo, Assessment and Accreditation Specialist Cathy Wilson, Graduate Assistant</p>
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Agenda:

- 1) Arrivals and pre-meeting review of the Minutes (3:00 – 3:05). Need a volunteer to take minutes.
- 2) Approval of minutes from 4/17/2023 (attachment)
- 3) Report from the Chair
 - a) Meet and greet, new and returning members
 - b) We will vote in New Business for meeting format (in person or hybrid)
 - c) Summer outreach to Co-curricular and Service Units
 - d) Update on GVAssess
 - e) Charges from UAS
 - f) Past UAC policy about externally accredited programs and reporting requirements (attachment)
 - g) Review Fall 2023 task list, set at 4/17/23 meeting:
 - i) Finish carrying through team work.
 - ii) handbook re: retiring the policy of demanding accreditation needs to be voted on if we want to remove it. See above.
 - iii) We will tell UAS that we will be working to get university back on track.
 - iv) Make sure associations/corrections are correct for externally accredited programs.

- v) Assure that messaging is on point, from UAC members to university and on UAC website (<https://www.gvsu.edu/uac/>).
 - vi) Careful look at website to determine if changes have been made (some work begun Summer 23).
 - vii) CLAS has 5 (now 4) open seats – please recruit peers.
- 4) Report from the Provost’s Office
- 5) New Business
- a) Vote on meeting format for 2023-2024.
 - b) Reformulate working groups:
 - i) **TEAM 1 – Online materials (3 members)**
 - (1) Check in and advise GVAssess programmer with updates (request link from chair)
 - (2) Design Google Form for implementation if the platform will NOT be ready for entering assessment plans by Nov. 1.
 - (3) Help plan revisions to UAC website, replace/revise/add.
 - ii) **TEAM 2 – Externally Accredited Programs (4-5 members)**
 - (1) Finalize criteria for reviewing programs to determine if their accrediting body’s SLOs are comparable enough for exemption from regular UAC reporting. *HLC guidelines may be helpful: 4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.*
 - *The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.*
 - *The institution uses the information gained from assessment to improve student learning.*
 - *The institution’s processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.*
 - (2) Design the process for exemption approval. Can a small group of UAC members meet with Ext. Accred. programs and discuss—“show me where your Ext. Accred. Body asks for ___ and how you ___?” Or would a paper trail be easier—“upload ___ and tell UAC where to find ___”? What is the most efficient way to progress for programs and for UAC?
 - (3) Divide Exempt Programs into 4 groups for UAC review. Exempt programs will provide a 1-page executive-style summary (is this what we want) of assessment work to UAC on a 2-year cycle (focused on how assessment is going/any concerns).
 - (4) Ext. Accred. programs will re-apply for exemption the semester after they are reviewed by their accrediting bodies. UAC needs a schedule of when programs undergo review. Some are on 2-year cycles, some 5, some 7...etc.
 - iii) **TEAM 3 – Academic Programs (4-5 members)**
 - (1) Clarify assessment plan and reporting needs for programs and provide messaging to programs about entering assessment plans by ___ and communicate that reporting will resume in ___.
 - (2) Reset the UAC review calendar, divide programs into 4 groups for UAC review.
 - (3) Work with Team 4 to devise UAC feedback forms. Do we want to construct short narratives documenting a few things done well and a few things that could be improved upon? Do we want check boxes, if so for what categories? The reports will be more narrative in nature as we move forward, with fewer proscribed text boxes. How can we best provide meaningful feedback?
 - (4) Work with Team 4 to devise feedback mechanism to UH (notification? UAC chair sends email?) and to Deans/Program Heads—might a semester summary of programs that reported (or not) along with a few comments showing strengths or concerns be helpful?
 - iv) **TEAM 4 – Co-curricular and Student Affairs Programs (4-5 members)**
 - (1) Clarify assessment plan and reporting needs for programs and provide messaging to programs about entering assessment plans by ___ and communicate that reporting will resume in ___.
 - (2) Reset the reporting calendar, divide programs into 4 groups for reporting and review.
 - (3) Work with Team 3 to devise UAC feedback forms. Do we want to construct short narratives documenting a few things done well and a few things that could be improved upon? Do we want

check boxes, if so for what categories? The reports will be more narrative in nature as we move forward, with fewer proscribed text boxes. How can we best provide meaningful feedback?

- (4) Work with Team 3 to devise feedback mechanism to UH (notification? UAC chair sends email?) and to Deans/Program Heads—might a semester summary of programs that reported (or not) along with a few comments showing strengths or concerns be helpful?

v) **Team 5 – Bylaws (3-4 members)**

- (1) continue with bylaws revisions, what recommendations do we have to UAS about changes to our scope of work, membership needs, requests to UAS about committee structure.
- (2) Are there changes to the committee structure that would help us complete our work—do we have appropriate representation from Service/Co-Curricular programs, Externally Accredited programs, and Non-Externally Accredited programs so that the work for committee members is reasonable.

- c) Discussion of policy regarding reporting for externally accredited programs (attachment). Current policy is at odds with our revised process.

6) Adjourn

Fall Meeting Schedule-Full Committee Meetings

- September 11
- September 25
- October 9
- October 30
- November 13
- November 27
- December 4 (tentative)

Team Assignments

Team 1-Online	Team 2-Ext. Accred.	Team 3-Academic	Team 4-Co Curr.	Team 5-Bylaws