



University Academic Senate Executive
Committee of the Senate
Felix Ngassa, Chair, 2017-2022
Courtney Karasinski, Vice Chair, 2021-2022

Memorandum DRAFT

TO: Julie Henderleiter, Chair, University Assessment Committee (UAC)

FROM: Felix Ngassa, Chair, ECS/UAS

SUBJECT: Charges for 2021-2022

DATE: August 27, 2021

CC: Chris Plouff, Provost
ECS Members
UAC Members

At its summer retreat, the Executive Committee of the University Academic Senate (ECS) agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year.

We thank you for your work over the 2020-2021 academic year and look forward to your continued progress.

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. UAC Co-curricular and Advising Task Force Recommendations:
Enact the recommendations of the 2018-19 UAC co-curricular and advising task force.
[SHORE Log: 1101-2019](#)
2. UAC Pre-major and Service Task Force Recommendations:
Enact the recommendations of the 2018-19 UAC pre-major and service course task force.
[SHORE Log: 1100-2019](#)
3. Assist the Provost's Office with planning and assembling documentation for GVSU's upcoming HLC check-in review in late 2023.
4. Discuss and enact revised assessment reporting requirements, as recommended by the Program Review group, and assist units with the transition to the revised assessment reporting requirements.
5. Work with the Provost's Office to pursue an Excellence in Assessment designation through NILOA.
6. In an effort to engage more faculty in our shared governance system, prepare a 1–2-page mid-year progress report at the end of the Fall semester to be disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

Thank you again for the work you do on this important committee.

From the Faculty Handbook:

University Assessment Committee (UAC)

Responsibilities: The UAC is responsible for:

- a) Providing leadership and support to university constituents as they design and implement the five to six year self-study report and every two year student learning outcome assessment plan/report with strategic plan updates based on best practices.
 - b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units *
 - c) Providing instructions for reporting formats and schedules.
 - d) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.
 - e) Conducting user training on the on-line system for reporting Assessment reviews/plans and Self-Study updates/reports.
 - f) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and GVAdvance notification system.
- * Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.