

Memorandum

To: Felix Ngassa/UAS

From: Julie Henderleiter, Chair, UAC

Subject: Mid-year progress report

Date: November 29, 2021

cc: Lisa Surman-Haight

This progress report summarizes the University Assessment Committee's activities during the Fall 2020 semester.

Part 1: Core responsibilities

The UAC met in full session six times during Fall 2021 (9/13, 9/27, 10/4, 10/18, 11/15, 12/6).

Agenda items focused heavily on discussion how to best provide feedback to the third self-study prompt and to assessment reports in light of COVID disruptions, along with training for new members. The chair and AVP Dalmia provided reports on summer discussions about streamlining assessment across campus. Detailed minutes from each regular meeting are posted to the UAC website.

(<https://www.gvsu.edu/uac/meetings-1.htm>)

Overall attendance among UAC's voting members was around 85% (approximately 25 out of 29 members). Two UAC seats from CLAS are vacant; requests to the CLAS Council to fill the seats did not result in candidates. A graduate representative joined us in early November; we do not have a representative from the undergraduate student body.

Review teams collaborated regularly to complete assigned reviews and begin self-study reviews.

For Fall 2021, the review docket included **75 assessment reports**, including:

- 30 undergraduate majors and 22 emphases
- 13 graduate degrees and 3 emphases
- 3 graduate and 3 undergraduate certificates
- 1 University program

In addition, the committee began review of prompt 3 from 64 Self-Studies, reviews to be completed by May, 2022.

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Part 2: Special Charges

UAC completed the 2019 special charge enacting the recommendations of the UAC Pre-major and service task force, as noted in the memo uploaded in early October (incorrectly?) and re-uploaded 11/29/21. (UAC Special Charge Log #1100-2019, Log #1270)

Preliminary recommendations from the CC+A task force (SHORE Log: 1101-2019) were completed by the end of winter, 2020. Since being tasked with this charge, much has changed at GVSU and some of the original task force recommendations are no longer relevant. The subcommittee on UAC originally working on this task force have reconvened and are reviewing and editing, as appropriate.

A small group of UAC member is currently designing options for whole-committee discussion in the Winter term.

Work with the Provost's Office to pursue and Excellence in Assessment designation through NILOA has not taken precedence in our work this semester. With the departure of Taylor Boyd and the temporary replacement of AVP Plouff by AVP Dalmia, coupled with re-starting assessment across the institution and potentially significantly revising the assessment process, the pursuit of this designation has not been at the forefront of committee business.

UAC is ready to assist AVP Dalmia and Taylor Boyd's replacement, once hired, with HLC work at their request. UAC chair Henderleiter will be available this summer to assist.

Part 3: Additional Updates

Thank you for your leadership and support for assessment processes at GVSU. Please feel free to contact me if you have questions related items in this report.

Respectfully submitted,



Julie Henderleiter, PhD
UAC Chair, 2020-2023

Standing Responsibilities (Faculty Handbook): 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.

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- 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 Assessment Report and Self-study (ARSS) automated timeline and notification system (4 month and 2 month notifications).

* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.