



Memorandum

TO: Jon Hasenbank, Chair, University Assessment Committee (UAC)

FROM: Felix Ngassa, Chair, ECS/UAS

SUBJECT: Charges for 2017-18

DATE: September 1, 2017

CC: Maria Cimitile, Provost
ECS Members
UAC Members

At its summer retreats, 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.

We thank you for your work over the 2016-2017 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. New reporting system:
 - a. Work with C. Plouff (and his office) and IT to add assessment of student outcomes to the Strategic Plan website
 - b. Explore ways to facilitate the transition to the new reporting system, including:
 - i. Training for submitters (unit heads) and reviewers (UAC members)
 - ii. Archiving old data
 - iii. Collaboration with FSBC related to revenue reporting
2. Prepare for HLC accreditation visit:
 - a. Improve the assessment of the Advising Centers *and other co-curricular units*
 - b. Develop a plan to ensure that all aspects of assessment are adequately addressed, and share the plan with ECS
 - c. Review implications of curriculum mapping as they relate to the assessment of student outcomes
 - d. Support the following charges given to GEC, GC, and FSBC:
 - i. Charge to GEC: Provide a report on the assessment of the general education outcomes (identified as institution-level undergraduate outcomes) to UAC for review on a two-year cycle according to the assessment process outlined on the UAC website (gvsu.edu/uac).
 - ii. Charge to GC: Provide a report on the assessment of the institution-level graduate outcomes to UAC for review according to the assessment process described on the UAC website (gvsu.edu/uac).
 - iii. Charge for FSBC: Request that academic units perform a mid-point resource analysis this next year, with an FSBC review. FSBC has a resource analysis

component for units to deliver with their self-study, in conjunction with UAC's delivery schedule.

3. Review the UAC website and update as needed, including updating website information to reflect the current year
4. Collaborate with OEC to insure that HLC expectations for the evaluation of online courses are met (similar charge for OEC).
5. Progress Report: 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 that includes documentation of the number of assessment plans, assessment reports, and strategic plan updates reviewed to be posted on the UAC website and disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

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

From The Faculty Handbook:

University Assessment Committee (UAC)

- i. **Faculty Membership:** Faculty membership of the UAC consists of seven faculty members from CLAS, two from Seidman College of Business, one from each of the remaining colleges, one from the University Libraries. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.
- ii. **Service unit Membership:** Service unit membership of the UAC consists of five representatives with at least one representative from each of two areas: Advising and Student Services. Representatives will be appointed by the Provost. Service unit representatives serve three-year staggered terms beginning fall semester.
- iii. **Student Membership:** One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.
- iv. **Administrative Membership:** The Provost or designee *ex officio*, non-voting
- v. **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 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.