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To: Felix Ngassa/UAS

From: Julie Henderleiter, Chair, UAC

Subject: Annual progress report

Date: April 12, 2021

cc: Lisa Surman-Haight

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This progress report summarizes the University Assessment Committee's activities during the Fall 2020 – Winter 2021 academic year.

## Part 1: Core responsibilities

The UAC met in full session 13 times during the 2020-2021 year (9/14, 9/28, 10/5, 10/19, 11/2, 11/30, 1/25, 2/8, 2/22, 3/8, 3/22, 4/5 and 4/19) and once on an emergency basis (9/21). The emergency meeting focused on approving a request (granted) to ECS/UAS to support suspension of reporting into GVAdvance for the 2020-2021 academic year. This request was supported by ECS/UAS and was communicated to the University with additional support from Chris Plouff/Provost Office.

Agenda items in the Fall semester focused heavily on planning for the Self-study, along with training for new members, discussion of the UAC meeting, and discussion about suspending assessment for the Fall, 2020 – Winter 2021 academic year. Detailed minutes from each regular meeting are posted to the UAC website. (<https://www.gvsu.edu/uac/meetings-1.htm>)

Agenda items in the Winter semester focused heavily on modifications to GVAssess to help streamline assessment reporting from units and better provide feedback from UAC, with some discussion about how to review units with little to no reporting for the current review cycle, largely due to disruptions by COVID.

Overall attendance among UAC's voting members was around 80% (approximately 23 out of 29 members). An undergraduate representative joined us in early November; we do not have a representative from the graduate student body.

Review teams collaborated regularly to complete assigned reviews. Some teams were hampered by units not finalizing all of their work from previous semesters. UAC reached out to these units and most finalized quickly after the reminder. A few review teams will finish reviewing before the end of 2020, the chair finalized in early 2021. Review teams in Winter 2021 found that reviews were less complete. This is consistent with the suspension of assessment reporting for the 2020-21 academic year. Units were reviewed for data entered Winter/Fall 2019 and 2020; most units did not report data for Winter or Fall 2020 due to COVID disruptions.

For Fall 2020, the review docket included **63 assessment reports**, including:

- 21 undergraduate majors and 11 emphases
- 10 graduate degrees and 12 emphases
- 2 certificate programs and
- 7 co-curricular programs

# Memorandum

For Winter 2021, the review docket included **65 assessment reports**, including:

- 21 undergraduate majors and 18 emphases
- 9 graduate degrees and 5 emphases
- 3 certificate programs
- 15 co-curricular programs

## Part 2: Special Charges

As a carry over of ECS special charges from 2019, UAC completed review of the existing Self-study report questions in GVAdvance and made edits and updates to the questions. We solicited input from FSBC on the Self-study question requesting reflection on Unit Stability data, which FSBC provided.

The Self-study is available in GVAdvance, and is due June 1. UAC made a training video to guide units through the Self-study, drafted an outline to help units get started, and asked a unit (Chemistry) to allow a draft of the unit response to the first prompt to be posted as an example. All of these items are completed and available on the UAC website under *Assessment Process* (<https://www.gvsu.edu/uac/self-study-40.htm>). Communication of expectations for the Self-study (~ 7-10 pages, total length) and availability of resources on the UAC page have been communicated to units. Additional information for Prompt 6, related to University Commitments, was revised in March due to changes on the President's website. The link was changed in GVAdvance, and additional descriptions of the University Commitments were added as an attachment to the UAC webpage to clarify.

To address the ECS/UAS request for committees to focus only on essential work this year, the following items were **deferred** until 2021-22:

- Enacting the recommendations of the UAC Pre-major and service task force
- Enacting the recommendations of the UAC Co-curricular and Advising (CC+A) task force
- Strategic plans will not be reviewed for 2020-2021.
- Preliminary recommendations from the Pre-major and service task force and the CC+A task force were completed, but not enacted, by the end of winter, 2020.

## Part 3: Additional Updates

UAC approved a motion in early 2020 to recommend to ECS/UAS a set of changes to the UAC bylaws to specify the timing of the UAC Chair election and the length of the UAC Chair's term. That recommendation was sent in the form of a SHORE memo for consideration by ECS. The memo was submitted and passed ECS and UAS.

UAC Chair has been working closely with AVP Chris Plouff on several items, including:

1. Informing all units about the timelines and expectations of the Self-study.
2. Beginning to plan for our upcoming HLC check-in review in late 2023.
3. Discussing ways in which the new strategic planning processes being developed by President Mantella and the President's cabinet can be synergistic with the existing assessment and strategic planning processes at GVSU.
4. GVSU is pursuing an Excellence in Assessment designation through NILOA.

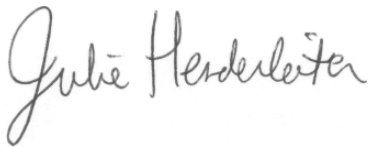
# Memorandum

UAC discussed the structure of GVAssess, with an eye to streamlining data entry by units and the structure of reviews by UAC. Recommendations were made to simplify the layout of the site to make reporting easier for units. A draft of the changes will be sent to the programmer this summer, with summer discussions planned between UAC chair, AVP Plouff and Assessment Specialist Boyd to best execute the proposed changes.

UAC Chair took it upon herself to reach out to units missing significant amounts of assessment reporting to help determine how to assist the unit. Discussions were generally productive. Some new Unit Heads were unaware of how/when to complete assessment reporting. Others wanted to discuss better ways to structure SLO/SCOs and measures so that meaningful data can be collected in the future. Still other units, with very heavy requirements for reporting to external accreditors, wanted to discuss how to best streamline data reporting so that assessment reporting at the university level was not a significant barrier or contradictory to reporting done for external accreditors. These issues across the institution are complex, and meaningful solutions are still being sought, though progress has been made.

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

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**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.
- 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.