

# Memorandum

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To: Felix Ngassa/UAS

From: Julie Henderleiter, Chair, UAC

Subject: Annual progress report

Date: April 18, 2022

cc: Lisa Surman-Haight

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

## Part 1: Core responsibilities

The UAC met in full session twelve times (9/13, 9/27, 10/4, 10/18, 11/15, 12/6, 1/24, 1/31, 2/14, 3/14, 3/18, 4/11).

Agenda items in Fall focused on 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.

Agenda items in Winter focused on developing a new assessment model, based on summer discussions about streamlining assessment across campus, as directed by AVP Schendel. Detailed minutes from each regular meeting are posted to the UAC website. (<https://www.gvsu.edu/uac/meetings-1.htm>)

UAC seats in CLAS remain vacant; there are several vacancies in CLAS for next year.

Review teams collaborated regularly to complete assigned reviews and 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

For Winter 2022, the review docket included **59 assessment reports**, including:

- 23 undergraduate majors and 13 emphases
- 13 graduate degrees and 9 emphases
- 2 graduate and 4 undergraduate certificates
- 3 Co-curricular programs

In addition, the committee completed review of prompt 3 from 64 Self-Studies.

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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 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 have reviewed and edited, as appropriate.

A small group of UAC member met 4 times (total of ~12 hours) to frame options to redesign assessment at GVSU for whole-committee discussion in the Winter term.

UAC focused significant committee effort on Special Charge Log # 1250-2021, Program Review Reportage, during the winter semester, discussing and developing a new assessment model for the University. Our proposed model is PDCA – Plan, Do, Check, Act. The memo has been shared with ECS/UAS for discussion in fall 2022, and with AVP Schendel and Tim Born. Work will begin this summer to develop a detailed model of stakeholder needs so that GVAssess can be redeveloped. The UAC website will undergo revision over the summer and into next fall as we prepare to launch the new assessment initiative.

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 the upcoming departure of AVP Chris Plouff, the pursuit of this designation has not been at the forefront of committee business. This will be a good pursuit to take up once our new Provost, AVP of SPAA and their office staff join GVSU and our new assessment process is underway.

UAC is ready to assist the incoming Provost, along with a new AVP for SPAA, new AP for the AVP for SPAA, and new graduate assistant, 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

## Memorandum

**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.