

# Memorandum

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To: Felix Ngassa/UAS

From: Julie Henderleiter, Chair, UAC

Subject: Mid-year progress report

Date: December 10, 2020

cc: Lisa Surman-Haight

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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 2020 (9/14, 9/28, 10/5, 10/19, 11/2, 11/30) 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 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>)

Overall attendance among UAC's voting members was around 85% (approximately 25 out of 29 members). One UAC seat is vacant: Seidman College of Business has one member, not two. 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 will finalize in early 2021.

For Fall 2020, the review docket included **69 assessment reports**, including:

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

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## 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 now available in GVAdvance. Additionally, 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.

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 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.

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

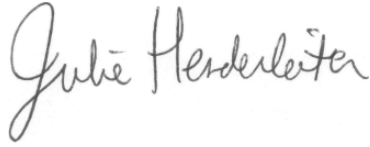
1. Informing all units about the timelines and expectations of the Self-study.
2. Beginning to plan for our upcoming HLC check-in review in late 2023.
3. Discussing ways in which the new strategic planning processes being developed by President Mantella and the President's cabinet can be synergistic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

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.

University Assessment Committee

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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.