

Memorandum

To: Felix Ngassa/UAS

From: Julie Henderleiter, Chair, UAC

Subject: Mid-year progress report

Date: December 11, 2021

cc: Lisa Surman-Haight

This progress report summarizes the University Assessment Committee's activities during the Fall 2021 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), reported at the request of UAS. 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

With the suspension of assessment during the Fall 2020 and Winter 2021 semesters and the initial pivot to online instruction in Winter, 2020, there are many units with little to no assessment reporting for Fall, 2021 reviews. Units were reminded to resume reporting beginning Fall, 2021. However, we anticipate scant reporting for another semester as units resume reporting. As a committee, we are commenting on missing reporting with a reminder that:



University Assessment Committee

Memorandum

“UAC has begun reviewing Assessment Reports due Fall 2021. UAC expects to see reporting for Fall 2019 (prior to COVID) and potentially Winter 2020. Reporting was suspended for Fall 2020-Winter 2021 and has now resumed. UAC notes that the unit has not entered assessment reporting in the last 2-year window. Please resume assessment reporting beginning Fall 2021. We look forward to your next review, scheduled for Fall 2023.”

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

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 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 members is currently designing options for a new assessment process for whole-committee discussion in the Winter 2022 semester.

Work with the Provost's Office to pursue an 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 to items in this report.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Julie Henderleiter'.

Julie Henderleiter, PhD
UAC Chair, 2020-2023

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.