



University Academic Senate
Executive Committee of the Senate
Karen Gipson, Chair 2013-17
Felix Ngassa, Vice Chair 2015-17

Memorandum

TO: Sue Harrington, Chair, University Assessment Committee (UAC)

FROM: Karen Gipson, Chair, ECS/UAS

SUBJECT: Charges for 2016-17

DATE: September 2, 2016

CC: Gayle Davis, 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 2015-2016 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 IT to include unit assessment directly on 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. Review the description of UAC in the Faculty Handbook, and make suggestions for changes to align with HLC recommendations (for example, creating a process for assessment of certificates).
 - b. Improve the assessment of the Advising Centers.
 - c. Develop a plan to ensure that all aspects of assessment are adequately addressed, and share the plan with ECS.
4. Review the UAC website and update as needed:
 - a. Update website information to reflect the current year;
 - b. Add an evaluation process to get feedback regarding assessment process.
5. Transition planning:

Make recommendations for a transition plan to provide adequate training for new UAC chairs.
6. 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 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.
- ii. **Administrative Membership:** The Provost or designee *ex officio*, non-voting
- iii. **Responsibilities:** The UAC is responsible for:
 - a) Providing leadership and support to university constituents as they design and implement the six year self-study report and three year student learning outcome assessment plans/reports 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 initial and refresher user training in Weave Online.
 - f) Maintaining and updating the UAC website, Blackboard site, and automated timeline and notification system.

* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.