



University Academic Senate Executive  
Committee of the Senate  
Felix Ngassa, Chair 2017-19  
Shawn Bultsma, Vice Chair 2017-19

## Memorandum

---

**TO:** Jon Hasenbank, Chair, University Assessment Committee (UAC)

**FROM:** Felix Ngassa, Chair, ECS/UAS

**SUBJECT:** Charges for 2018-19

**DATE:** September 1, 2018

**CC:** Maria Cimitile, Provost  
Chris Plouff, AVP  
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 2017-2018 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. Prepare for HLC accreditation visit by
  - a. supporting the following charge given to GEC from 2017-18: Provide a report on the assessment of the general education outcomes (identified as institution-level undergraduate outcomes) to UAC for review on a two-year cycle according to the assessment process outlined on the UAC website ([gvsu.edu/uac](http://gvsu.edu/uac)).
  - b. providing training to UAC members about assessment processes to ensure shared understanding and consistent messaging during the HLC visit.
2. Implement UAC's portion of the agreement that resulted from the 2017-2018 charge given to OEC to ensure that HLC expectations for the evaluation of online courses are met.
3. Explore ways to support units in their assessment of:
  - a. Pre-major/foundational courses
  - b. Service courses (e.g., CHM 109, MTH 122)
  - c. Co-curricular programming
  - d. Advising centers and faculty advising
4. Explore face-to-face options and other improvements to the assessment review process
5. Take the lead to collaborate with GC and FSBC to integrate the following three reporting processes with consultation from the Provost's office (e.g., AVP Chris Plouff).
  - i. GC graduate program quality review process,

- ii. FSBC stability analysis and review process, and
  - iii. UAC student learning outcomes/self-study process.
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 that includes documentation of the number of assessment plans, assessment reports, and strategic plan updates reviewed 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.
- iv. Administrative Membership: The Provost or designee *ex officio*, non-voting
- v. Responsibilities: 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.