




University Academic Senate Executive
Committee of the Senate
Felix Ngassa, Chair, 2017-23
Courtney Karasinski, Vice Chair, 2021-23

Memorandum

TO: Julie Henderleiter, Chair, University Assessment Committee (UAC)

FROM: Felix Ngassa, Chair, ECS/UAS. 

SUBJECT: Charges for 2022-23

DATE: September 8, 2022

CC: Fatma Mili, Provost
Sean Lancaster, AVP
ECS Members
UAC Members

At its summer retreats, the Executive Committee of the Senate (ECS) agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year.

We thank you for your work over the 2021-2022 academic year and look forward to your continued progress.

Attached for your reference is the section from the Shared Governance Policies, 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. HLC Check-In Review in 2023

Assist the Provost's Office with planning and assembling documentation for GVSU's upcoming HLC check-in review in late 2023.

[SHORE Log: 1248-2021](#)

2. Excellence in Assessment Designation

Work with the Provost's Office to pursue an Excellence in Assessment designation through NILOA.

[SHORE Log: 1249-2021](#)

3. Committee Membership

Review the current membership of UAC and make recommendations.

[SHORE Log: 1317-2022](#)

4. UAC Bylaws

Review and discuss current bylaws and make recommendations.

[SHORE Log: 1314-2022](#)

5. Reviewing Externally Accredited Programs' Documents

Develop a procedure for reviewing externally accredited programs' documents.

[SHORE Log: 1315-2022](#)

6. Develop Review Documents

Develop review documents to provide feedback to units and deans.

[SHORE Log: 1316-2022](#)

7. Communication Mechanisms

Review and discuss internal mechanisms for communicating with deans and co-curricular advising within the Division of Student Affairs.

SHORE Log: 1317-2022

Thank you again for all the work you have done on this important committee.

From Shared Governance Policies (SG 1.02.i)

University Assessment Committee (UAC) *(as revised at UAS 10/02/2020)*

- i. Faculty Membership: Faculty membership of the UAC consists of eleven faculty members from CLAS; two each from the Seidman College of Business, the College of Community and Public Service, the College of Education, the Padnos College of Engineering and Computing, and the College of Health Professions; and one each from the Kirkhof College of nursing, the Brooks College of Interdisciplinary Studies, and the University Libraries. Academic 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 six 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. Election of the Chair: The Chair shall be elected from among the faculty representatives. The Chair shall serve for three years (Jul – June) or until a new Chair is elected, contingent upon their continued service as an elected representative to UAC. The vote for Chair occurs at the end of the fall semester to allow the Chair-elect to shadow the outgoing Chair before taking office. In the event the Chair's position should be vacated before the Chair's term is complete, the committee shall vote to identify an Interim Chair to serve until a new Chair can be elected.
 - vi. 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 GVAdvance notification system.
- * Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.