
TO: Felix Ngassa, Chair, ECS/UAS

FROM: Jon Hasenbank, Chair, UAC

SUBJECT: UAC Year-end Report for 2019-20

DATE: April 10, 2020

CC: Lisa Surman-Haight

This progress report summarizes the University Assessment Committee's activities during the 2019-20. The report is divided into three parts: Core Responsibilities, Special Charges, and Summary of GVAdvance Updates.

Part 1: Core Responsibilities – UAC's standing responsibilities are included at the end of this report.

The UAC met in full session 7 times (9/23, 10/7, 11/4, 11/18, 12/2, 1/6, 2/10) during 2019-20 AY. Agenda included assessment updates, opportunities for members to provide input on issues pertinent to university assessment, decisions about review processes, special charges from ECS (see part 2, below), and time for members to discuss and collaborate on the semester's assessment reviews. Detailed minutes from each regular meeting have been posted to the UAC website (www.gvsu.edu/uac/meetings).

Review teams also worked between regular meetings to complete their assigned reviews, which constitutes the most intensive part of UAC's workload every semester. UAC follows a three-tier review process all housed in the GVAdvance system. As of April 10, primary review teams had completed about 75% of their scheduled reviews. Due the COVID-19 emergency, all UAC review teams were given an extension on completing their W20 assessment reviews and strategic plan reviews were suspended; any remaining assessment reviews should be completed by UAC review teams by June 1, 2020 and available to units shortly afterwards.

For 2019-20, the review docket included at least **90 assessment reports** and **17 strategic plan updates** (not counting the SP reviews that were suspended in W20), including assessment reviews for:

- 52 undergraduate majors and 36 emphases
- 24 graduate degrees and 13 emphases
- 13 certificate programs
- 1 special review (SWS)

Part 2: Special Charges - The status of each 2019-20 ECS charge to UAC is discussed below.

UAC received three special charges from ECS this year:

1. Enact the recommendations of the 2018-19 UAC pre-major and service course task force.
2. Enact the recommendations of the 2018-19 UAC co-curricular and advising task force.
3. Review the existing self-study report questions in GVAdvance and identify any changes or unit supports that may be warranted as we prepare for the first round of Self Study reviews in January 2021.

Special charge #1 required minimal committee action this year, as the main recommendation pertains to the next strategic planning cycle. It will be included in UAC's messaging to units between now and the end of 2020.

Special charge #2 progress included the adoption by UAC of specific changes to assessment reporting deadlines for co-curricular and advising programs at our Feb. 10 meeting. The COVID-19 emergency measures prevented further discussion due to the decision to cancel the remaining March and April meetings of W20. UAC will take up the remaining task force recommendations in Fall 2020.

Special Charge #3 has resulted in a change to one of the self study questions, but all other prompts were deemed suitable. After the COVID-19 emergency measures were put in place, UAC Chair Jon Hasenbank and UAC Vice-chair and Chair Elect Julie Henderleiter have been working with AVP Chris Plouff, acting on behalf of UAC, to develop a plan for providing guidance and resources to the campus community ahead of the scheduled 2020-2021 self study and strategic planning window. The plan is to communicate expectations and resources by the middle of May.

Part 3: Additional Updates

UAC members have unanimously elected long-time UAC member **Julie Henderleiter** (Chemistry) as the next UAC Chair. Julie has been shadowing the current UAC Chair in W20 and will take over as UAC Chair on July 1, 2020.

UAC also approved a motion 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 delayed in being communicated to UAS due to the COVID-19 emergency; it will be sent in the form of a SHORE memo for consideration by ECS next year.

Finally, the integration and enhancement of the "Assessment Reporting and Self Study" (ARSS) email notification system into the GVAdvance system has now been completed. GVAdvance admin users, including UAC Chair and certain staff within the SPAA Office of the Provost, can now send reminders and other types of notifications through the GVAdvance system. Users are also able to see all upcoming reporting deadlines when logged into the GVAdvance system. The new system provides additional flexibility for messaging and houses everything under one unified platform. Unit heads and assessment leads were notified of these new features using the new notification system shortly after spring break.

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.

Respectfully submitted,



Jon F. Hasenbank, PhD
UAC Chair, 2017-20

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UAC 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.