

2023-24 UAC Members

<p>Brooks College of Interdisciplinary Studies (1) <i>unfilled position</i></p> <p>College of Education & Community Innovation (2) Raymond Higbea, Comm Leader & Devel (23-26) Wei Gu, Teaching & Learning (21-24)</p> <p>College of Health Professions (2) Libby MacQuillan, Sch. Interdisc. Health (21-24) Martina Reinhold, Physician Assist. Stu. (22-25)</p> <p>College of Liberal Arts and Sciences (11) Dan Adrian, Statistics (23-24) <i>Richard Besel, Communications (23-26)</i> Caitlin Callahan, Geology (23-24) Charles Ham, Classics (23-26) Jon Hasenbank, Mathematics (23-26) Julie Henderleiter, Chemistry (21-24) chair Maja Krcmar, Physics (23-24) Christopher Kurby, Psychology (23-24) Zsuzsanna Palmer, Writing (23-26) Joel Potrykus, Visual & Media Arts (23-24) Christine Smith, Psychology (22-25)</p> <p>Kirkhof College of Nursing (1) Sylvia Mupepi, College of Nursing (21-24)</p> <p><i>(bold, in attendance; italics, notified absence)</i></p>	<p>Padnos College of Engineering and Computing (2) Nabeeh Kandalajt, School of Engineering (22-25) Greg Schymik, Computing & Info Systems (22-25)</p> <p>Seidman College of Business (2) Joe Little, Marketing (21-24) Miracle Qi, Marketing (23-24)</p> <p>Service Unit Representatives (6) Andy Beachnau, AVP Student Affairs (22-25) Brian Bossick, Career Devel. Services (22-25) Colleen Bailey, Housing & Res. Life (23-26) Susan Mendoza, CUSE (21-24) Mike Messner, Director SSP, SASC (21-24) <i>unfilled position</i></p> <p>University Libraries Representative (1) <i>unfilled position</i></p> <p>Student Senate Representatives (2) (1-year terms) Undergraduate: <i>TBD</i> Graduate: <i>TBD</i></p> <p>Ex Officio (Office of the Provost): Sean Lancaster, AVP for SPAA Phuong Vo, Assessment and Accreditation Specialist Kathy Wilson, Graduate Assistant</p>
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Agenda:

- 1) Arrivals and pre-meeting review of the Minutes (3:00 – 3:05). Need a volunteer to take minutes.
- 2) Approval of minutes from 9/11/2023 (attachment) **please verify that you have been assigned to the desired team, see the last page of the minutes.**
 - Minutes from the last meeting were approved with corrections from Hasenbank.
- 3) Welcome new members (Caitlin Callahan, Maja Krcmar, Chris Kurby, Joel Potrykus, Miracle Qi)
 - New members Krcmar, Potrykus, Kurby, and Callahan introduced themselves.
- 4) Report from the Chair
 - a) Finding UAC-related information, what's in Google, what's in Bb
 - Henderleiter described the new Google Drive for ongoing UAC work and requested that those who do not yet have access to it contact her. Begin with the "Start here" document. New members may want to review the "PDCA Model with Appendices" document for the history of assessment and the changes being implemented. A summary of the documents from the five working groups was provided. Groups are welcome to add and edit documents as they work.

5) Report from the Provost's Office

- Lancaster reported that the Physical Therapy program is currently having a site visit, welcome the peer reviewers if you see them. Lancaster noted that, upon exploring some past reporting in GVAssess, there are some programs that seem to struggle making connections between student learning and program assessment. His office is doing a short study to look at past submissions to determine where additional assessment support, and what kinds of support, are needed.
- Schymik asked who was running the study, noting that there seem to be an assortment of assessment-related things happening across campus, and clarity is needed.
- Lancaster and Vo are planning to create an accreditation website to help campus understand external accreditation across campus and clarify the different assessment needs across campus. There is a desire to complement UAC and FTLC, not overlap or contradict their work. Some programs are testing Bb capabilities, but campus is not expected to do this. The tools available need to be clarified.
- Mupepi noted that many faculty know how to grade, but struggle with how to assess at the programmatic or external accreditation level. Faculty/staff development and education needs to include more people at GVSU so that we can support student success.
- Lancaster noted that there are teams on campus looking at student success via grades, advising.
- Mupepi noted that there needs to be better direct communication between administration and faculty related to assessment needs and expectations.
- Schymik noted that many faculty enter GVSU concerned about student learning and able to assess students but are unsure of how to extend this to programmatic assessment. A simple, clear message will help faculty and staff.
- Henderleiter noted that capturing the experiences of first-year students is a layer of assessment feels like it is being added. Some first-year classes may not be in a major. If they are, many students in these classes may be taking the class as a requirement for other programs, so it is hard for programs to capture their majors at this level. Individual programs may not assess in these courses because of these factors, or these courses may be assessed as part of General Education.
- Lancaster noted that retention information is important to capture, so programs shouldn't just assess at the end of their programs. Curriculum complexity and bottleneck courses are known. GVSU needs to determine what to do with the information to benefit students and implement things quickly (that can be implemented quickly) and look at longer term changes on that scale.

6) New Business

- a) Discussion of policy regarding reporting for externally accredited programs (attachment). Current policy is at odds with our revised process.
 - Palmer noted that we need to characterize the reporting process we want these programs to follow, which will help UAC refine the description. UAC needs to state that programs with external accreditation need to make the case for exemption, UAC needs criteria for programs to meet to consider exemption.
 - Mupepi asked what guidance UAC gives to programs regarding numbers of SLOs for areas with multiple programs.
 - Henderleiter noted that this language is from the old assessment model and this section needs to be rewritten.
 - Schymik noted that reporting needs to be simple and focused; what was looked at, what was learned, and what will be done with the information. Externally accredited programs could refer UAC to details in the program's reporting to external accreditors. But there's a concern with this if assessment isn't updated regularly.
 - Henderleiter noted that part of the exemption process should involve programs showing ongoing assessment as part of external accreditation, programs need to match UAC expectations. UAC is expecting an update (synopsis, executive summary) of ongoing assessment for externally accredited programs.

- Hasenbank recommended removing any description of what the limited assessment plan includes from this policy document. UAC has instructions for changes to GVAssess that allow programs to select whether they are externally accredited or not, with the following directions (from the GVAssess Requested Modifications Document, italics):
 - a. *This unit is externally accredited and has approval by UAC to waive most assessment reporting. If selected, unit sees the following:*
 - i. *Enter date of next external accreditation review.*
 - ii. *A text box that says: If you have not already uploaded your most recent external accreditation report, do so now. Describe where UAC reviewers should look to find the assessment materials for the Student Learning or Student-Centered Outcomes (page numbers) in this report. Attach the Student Outcomes required by the accrediting body, if not clearly stated in the report.*
 - iii. *A text box that says: provide a short (1-page) summary of your assessment efforts this cycle. Comment on relevant findings and any actions needed to modify or improve Outcomes. Briefly describe your assessment plan, findings, and actions with reference to your plan. Provide evidence that the unit is on track and assessing through the accreditation cycle.*
 - b. *A text box that says: What should UAC reviewers know about your assessment process or efforts as we review your work since your last review?*
 - c. *A text box that says: provide a short (paragraph to page) executive summary of your assessment efforts this cycle. Comment on relevant findings and any actions needed to modify or improve Outcomes.*
 - Hasenbank noted that, based on what's planned for GVAssess, this policy document does not need details about reporting for externally accredited and exempt programs.
 - Higbea requested clarifications. Some programs in his area require annual updates about what programs are working on, process improvement, how outcomes are being improved. Is this what UAC wants?
 - Henderleiter noted that the committee seemed to feel that this is what the committee expects.
 - Higbea noted that programs with these requirements from external accreditors may be able to upload these reports and direct UAC to the relevant places in the document for reporting.
 - Lancaster noted that there is great variability in what externally accreditors want in these annual reports. The most logical path forward may be for externally accredited programs to work with UAC to determine what's best.
 - Schymik stated that we want to make sure to keep it simple, and that UAC needs to keep careful track of agreements with externally accredited/exempt programs.
 - Hasenbank noted the policy rationale needs to be revised, Henderleiter volunteered to revise the policy rationale section.
- b) Dismiss to small groups to discuss scope of work, set deadlines
- Teams went to breakout rooms for 30 minutes to organize their teams, begin discussion of workload, determine deadlines.
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- c) Reconvene, small groups to report out
- The full committee reconvened and teams reported out.

- Hasenbank, team 1, discussed a Nov. 1 deadline for the revised GVAssess going live. If this is not feasible, team 1 will develop a Google form by Nov. 30 for units to use to upload assessment plans. Communication with the GVAssess programmer was discussed. It would be helpful to have another committee member on this team to help find needed revisions to the website.
- MacQuillan, team 2, located and added documents to the UAC Google Drive and talked about frequency and quantity of reporting requests for externally accredited programs. A document with data from program directors about whether their programs may be exempt was located and shared, will be helpful in creating UAC review groups for the exempt programs.
- Schymik, team 3, helped onboard its new members to the tasks. Will create an orientation document for this team, can be shared with the committee.
- Mendoza, team 4, talked about the planning and reporting timeline for the diversity of programs in this sandbox, academic calendars may not be the best fit for all co-curricular programs. Team members will reach out to programs for feedback. The team also discussed, in light of the many structural changes, determining who reports to whom, and where are all the programs under the co-curricular umbrella located. The reporting rotation should correspond with workload and when folks in this area have time to do this work.
- Palmer, team 5, recognized the need for other teams to make progress before some bylaw revisions could take place. The need for externally accredited program reports to be written for UAC readers was brought up, UAC is not comprised of experts from externally accredited programs. Reporting needs to make sense to our more general audience and not send UAC reviewers into a report written for external accrediting bodies. A summary provided by the externally accredited program will be necessary for UAC to understand the context.
- Henderleiter noted that ECS/UAS adjusted CECEI membership on the committee shortly before our first meeting. Team 5 may wish to reach out to ECS/UAS about committee membership changes they are planning as they work on bylaws.

7) Adjourn

- Schymik moved to adjourn the meeting at 4:50, seconded by Mendoza.
- Minutes recorded by Zoom, summarized by Henderleiter.

Fall Meeting Schedule-Full Committee Meetings

September 11

September 25

October 9

October 30

November 13

November 27

December 4 (tentative)

Team Assignments

Team 1-Online	Team 2-Ext. Accred.	Team 3-Academic	Team 4-Co Curr.	Team 5-Bylaws
Hasenbank Vo	Higbea Bossick MacQuillan Little Mupepi Lancaster Reinhold Potrykus	Besel Smith Schymik Wilson Gu Kurby Adrian Krcmar	Messner Beachnau Wilson Callahan Mendoza	Bailey Palmer Ham