

Zoom: Please request from chair.

**2023-24 UAC Members**

<p><b>Brooks College of Interdisciplinary Studies (1)</b> <i>unfilled position</i></p> <p><b>College of Education &amp; Community Innovation (2)</b> <b>Raymond Higbea, Comm Leader &amp; Devel (23-26)</b> <b>Wei Gu, Teaching &amp; Learning (21-24)</b></p> <p><b>College of Health Professions (2)</b> <i>Libby MacQuillan, Sch. Interdisc. Health (21-24)</i> <b>Martina Reinhold, Physician Assist. Stu. (22-25)</b></p> <p><b>College of Liberal Arts and Sciences (11)</b> <b>Dan Adrian, Statistics (23-24)</b> <b>Richard Besel, Communications (23-26)</b> <b>Caitlin Callahan, Geology (23-24)</b> <b>Charles Ham, Classics (23-26)</b> <b>Jon Hasenbank, Mathematics (23-26)</b> <b>Julie Henderleiter, Chemistry (21-24) chair</b> <b>Maja Krcmar, Physics (23-24)</b> <i>Christopher Kurby, Psychology (23-24)</i> <b>Zsuzsanna Palmer, Writing (23-26)</b> <b>Joel Potrykus, Visual &amp; Media Arts (23-24)</b> <i>Christine Smith, Psychology (22-25)</i></p> <p><b>Kirkhof College of Nursing (1)</b> <b>Sylvia Mupepi, College of Nursing (21-24)</b></p> <p><i>(bold, in attendance; italics, notified absence)</i></p>	<p><b>Padnos College of Engineering and Computing (2)</b> Nabeeh Kandalaft, School of Engineering (22-25) <b>Greg Schymik, Computing &amp; Info Systems (22-25)</b></p> <p><b>Seidman College of Business (2)</b> <b>Joe Little, Marketing (21-24)</b> <b>Miracle Qi, Marketing (23-24)</b></p> <p><b>Service Unit Representatives (6)</b> <b>Andy Beachnau, AVP Student Affairs (22-25)</b> <b>Brian Bossick, Career Devel. Services (22-25)</b> Colleen Bailey, Housing &amp; Res. Life (23-26) <i>Susan Mendoza, CUSE (21-24)</i> <b>Mike Messner, Director SSP, SASC (21-24)</b> <i>unfilled position</i></p> <p><b>University Libraries Representative (1)</b> <i>unfilled position</i></p> <p><b>Student Senate Representatives (2) (1-year terms)</b> Undergraduate: <i>TBD</i> Graduate: <i>TBD</i></p> <p><b>Ex Officio (Office of the Provost):</b> <b>Sean Lancaster, AVP for SPAA</b> <b>Phuong Vo, Assessment and Accreditation Specialist</b> <b>Kathy Wilson, Graduate Assistant</b></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 9/25/2023 (attachment).
  - a) Schymik moved to accept the minutes, Higbea seconded. Minutes from 9/25/2023 were unanimously approved.
- 3) Report from the Chair
  - a) Henderleiter introduced Miracle Qi, our new representative from Seidman.
- 4) Report from the Provost's Office
  - a) Lancaster reported that yesterday, today and tomorrow the Applied Food and Nutrition program has a site visit. Individuals from the University of Iowa and the University of South Florida are doing the Peer Review. GVSU has nearly 70 programs that are externally accredited. When site visitors come, they seek input from a wide number of folks across campus.
- 5) New Business

- a) Discussion of policy regarding reporting for externally accredited programs (attachment). Current policy is at odds with our revised process.
  - i) Potrykus asked for clarification about where this policy exists, it is on the UAC website.
  - ii) Hasenbank noted that this change requires less of a rationale, since we are moving away from asking programs for reporting beyond external accreditation.
  - iii) Henderleiter noted that UAC's focus is that if an external accrediting body requires a focused assessment that really looks at student learning outcomes and has an eye towards continuous improvement, then programs can use external accrediting report for most of the reporting.
  - iv) Higbea noted that the current revision is wordy, a simple statement (what was just said) is clearer.
  - v) Schymik agreed with Higbea and cautioned that UAC needs to emphasize that all programs need to report regularly to UAC, independently of an external accreditation schedule. UAC's reporting requirements need to be clear.
  - vi) Henderleiter noted UAC can emphasize the requirement for biannual, at a minimum, reporting updates. Externally accredited programs with annual reporting requirements could use these reports for the basis of UAC reporting, if they are required by the accreditor and summarize student learning outcomes and improvements or changes.
  - vii) Palmer noted that one of the reasons for the rationale UAC has is that many accreditation reports do not include student learning outcomes. That should be stated. That's why UAC acknowledges that some of these could be used for our purposes.
  - viii) Hasenbank requested clarification on whether all of campus will enter annual updates.
  - ix) Henderleiter noted that all of campus is expected to enter annual reporting updates. UAC will continue with biannual review, so if programs update biannually, prior to UAC review, that is a decision programs can make.
  - x) Hasenbank asked if reporting for externally accredited programs belongs in the "Context for Assessment" section.
  - xi) Henderleiter noted that programs will upload a report into the reporting section. in the actual report itself.
  - xii) Hasenbank noted that externally accredited programs won't enter student learning outcomes or a plan, they will upload summary updates. Hasenbank also cautioned UAC to keep the policy wording generic so that continual revisions aren't necessary. The policy should state the modified reporting process for externally accredited programs and that updates are expected for everyone.
- b) Dismiss to small groups to discuss scope of work, set deadlines
- c) Reconvene, small groups to report out
  - i) Team 1: The UAC website needs updating. Updates should prioritize the new assessment process. Pages with inaccuracies should be hidden. Team 1 will work with Vo and Henderleiter to hide pages or mark them as "under revision".
  - ii) Team 2: A survey was developed last semester to determine whether externally accredited programs follow a PDCA model related to student learning outcomes, competencies, whatever they are called. Team 2 is revisiting and revising the survey.
    - (1) Henderleiter noted that Team 4 (co-curricular and service) have programs that report to the federal government. These programs may also fall under the category of externally accredited.
    - (2) Messner will reach out to Bossick and Mendoza to generate a list of criteria for programs from this area so that Team 2's survey is inclusive.

- iii) Team 3: Focused on charge 1 (messaging and reporting schedule). UAC will continue with biannual review, with 6-year cycles for now. This brought up a robust discussion of Self Studies (also a question from Team 5, bylaws).
  - (1) Henderleiter noted that the last self-study happened during COVID and overlapped with program review. This pushed a group on campus to advocate and begin exploring the possibility of revising these processes. Henderleiter last contacted an individual working on this process early to mid-summer, no updates available.
  - (2) Lancaster noted that the Provost is exploring a vision of a review process to support the decisions made at that level. Work is happening on a portfolio review, testing of assorted variables is ongoing, looking at growth models and the impact of changes across campus. So UAC should hold on self-study decisions for now.
  - (3) Hasenbank noted that UAC bylaws state that UAC is to provide leadership and support to the 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.
  - (4) Henderleiter will speak with UAS about UAC's role in the process, in light of all that is happening.
- iv) Team 4: Messner will connect with Bossick and Mendoza about the co-curricular program list and finalize a reporting rotation. Beachnau noted that he has a list that is pretty close to ready
- v) Team 5: Palmer asked about how to call co-curricular/service units. There is also a question about who appoints members, since not all of these units have the Provost as their top supervisor. So who is the appointing officer? How does our bylaws need to change to reflect this? The self-study question also came up, as it did in Team 3.
  - (1) Palmer suggested adding a point to the bylaws about onboarding new members.
  - (2) Henderleiter noted that Hasenbank, as past chair, developed a good onboarding system to help new members learn to do reviews. Since reviews were suspended and the committee's focus moved to changing the reporting process, this fell by the wayside. Adding a statement about onboarding to our bylaws is a good idea.

6) Adjourn

- a) A motion to adjourn was made by Schymik, seconded by Mupepi. The meeting adjourned at 4:25.

**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 Palmer	Higbea Bossick MacQuillan Little Mupepi Lancaster Reinhold Potrykus Qi	Besel Smith Schymik Wilson Gu Kurby Adrian Krcmar	Messner Beachnau Wilson Callahan Mendoza	Bailey Palmer Ham