

Zoom: Please reach out to the UAC chair for a link, [uac@gvsu.edu](mailto:uac@gvsu.edu)

### 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> <i>Raymond Higbea, Comm Leader &amp; Devel (23-26)</i> <i>Wei Gu, Teaching &amp; Learning (21-24)</i></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>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 Krmar, Physics (23-24)</b> <i>Christopher Kurby, Psychology (23-24)</i> <b>Zsuzsanna Palmer, Writing (23-26)</b> <i>Joel Potrykus, Visual &amp; Media Arts (23-24)</i> <b>Christine Smith, Psychology (22-25)</b> <i>unfilled position, W24</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> <b>Farid Jafari, School of Engineering (W24)</b> <b>Kruttika Sutrave, School of Computing (W24)</b></p> <p><b>Seidman College of Business (2)</b> <b>Suzanne Benet, Marketing (24-27)</b> <b>Joe Little, Marketing (21-24)</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> <b>Colleen Bailey, Housing &amp; Res. Life (23-26)</b> <b>Amy Campbell, Recreation &amp; Wellness (W24)</b> <b>Susan Mendoza, CUSE (21-24)</b> <b>Mike Messner, Director SSP, SASC (21-24)</b></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). Minutes taken for full meeting via Zoom, teams please take minutes when you meet.
- 2) Approval of minutes from 3/11/2024 (attachment).
  - a) Besel moved to accept the minutes, seconded by Mendoza. Minutes were approved.
- 3) Report from the Chair.
  - a) Emails were sent to externally accredited programs who were approved for Process 2, abbreviated reporting.
  - b) Emails were sent to externally accredited programs who were not approved or did not complete the Qualtrics survey. Programs were invited to submit the survey by March 29 or begin their assessment plans.
- 4) Report from the Provost's Office.
  - a) Lancaster reported back on a meeting with HLC about badges. As per HLC, GVSU has more leeway than expected about reporting for badges. Stand alone might not be the language to use. The focus should be on whether there are new courses built specifically for badges. If there aren't new courses being built for the badge, then this committee can ignore badges.

- b) Besel requested clarification, what if courses created for a badge can also be used in a major or minor? Lancaster replied that if the course can be used for major or minor, we are not going to consider that as a new course built just for the badge. We're only going to look at courses built just for the badge; the hope is that this simplifies assessment decisions. Badges are a way for programs to jump on the micro credential bandwagon that was taking shape across Higher Ed.
  - c) Hasenbank asked if this argument applies to certificates as well. Lancaster noted that HLC has addressed certificates, they have not addressed micro credentials. In this case certificates are considered another program, even if they use same courses. So no, the argument doesn't work there. But with the way GVSU define badges is something lesser than a certificate.
  - d) Hasenbank asked about minors, UAC currently does not ask for assessment on minors because they are a subset of majors. Does the same argument apply? Lancaster will attend the HLC conference shortly and will engage in conversations around certificates. If a certificate and a minor are very similar, why would the certificate have to report but a minor would not?
  - e) Lancaster noted that up until Trump's presidency, certificates required Federal reporting on student outcomes, programs had to show that if Federal student aid was going towards a certificate that students were also getting employment that was helping students pay off the loans they might have taken for that certificate. The Biden administration is doing something similar, but it's taken a while to return to reporting on certificates. So certificates lose some appeal when Federal reporting is required, and following students and badges is so much easier. But that also means it's sort of the Wild West because they're not under regulation.
  - f) Henderleiter will send an email to programs with badges providing clarification on reporting requirements.
- 5) New Business (6 attachments)
- a) Revisit the UAC planning and reporting policy\_11-19 version (UAC Google Drive)
    - i) Henderleiter updated the document to align with what UAC is requesting in GVAssess. Hasenbank provided suggestions for edits. Hasenbank asked about annual executive summaries, non-externally accredited programs do not have an annual reporting requirement. This was changed to biennial to match non-externally accredited reporting.
    - ii) Hasenbank also noted that units should fill in reporting when they have new data. GVAssess is supposed to have a place for programs to provide information about what has changed or provide context when they are ready for UAC to review their work.
    - iii) Benet asked for clarification about the use of "reporting" and "executive summary" for programs using process 2. Hasenbank noted where the document could simply state "prior to review programs provide an executive summary."
    - iv) Hasenbank moved, seconded by Besel that the committee approve the document for posting on the UAC website, with fine tuning of the language as needed. Motion passed.
  - b) Review draft rubric for externally accredited programs (attachment).
    - i) Reinhold drafted the document. MacQuillan asked question about the first rubric item, if this rubric will be completed after receiving an executive summary from programs or will programs be asked to

write about their PDCA, then UAC members will complete the rubric. Reinhold explained that the question, and entire rubric, would be used internally so that UAC could consistently review requests from externally programs to use Process 2. The form mirrors the Qualtrics survey collecting data from programs. Minor edits were made to the document to clarify category headings and items seeking comment and approval from UAC.

- ii) Henderleiter noted that the document will be internal to UAC for the moment.
  - iii) Benet asked if UAC will continue to monitor the Qualtrics survey for new additions. Henderleiter stated yes, that externally accredited programs were re-invited to complete the survey by March 29. UAC will review new submissions after that date. Programs approved for Process 2 will reconnect with UAC after their external reviews to discuss changes (if any) and reapproval for Process 2, as appropriate.
  - iv) Hasenbank clarified how the rubric will be used by UAC, a recommendation will be made to the chair, and the chair communicates to the unit. UAC will want a record of the entire process, with dates, so a CMS form may be better in the long run. Communication memo scan then be stored as an archive of the committee's work.
  - v) Hasenbank asked about Qualtrics and its ease of use for this purpose going forward. Would a CMS survey be better? This discussion will need to take place next year.
  - vi) Benet moved, seconded by Mendoza, to approve the edited form.
- c) Review Assessment Plan reviewer templates for Academic programs (attachment).
- i) Henderleiter explained that UAC will use this document internally to review assessment plans and provide memo back to programs to acknowledge submissions, provide feedback, and provide reminders or information about expectations/next steps for assessment reports.
  - ii) Hasenbank asked questions about the calendar and curriculum map, the form was adjusted to show where UAC will look for alignment. A separate form will be developed and used to review assessment reports.
  - iii) Mendoza moved to approve the form, seconded by Besel. The form was approved by the committee with the modifications discussed.
- d) Review Assessment Plan reviewer templates for Co-curricular/Service programs (attachment).
- i) Bailey noted that co-curricular programs may not have curriculum maps.
  - ii) Mendoza noted that some programs do mapping, but clarification on the review form would help reviewers recognize that this is not a required component of assessment plans for these programs.
  - iii) A generally comments box was added to the form; a few other edits were made to clarify language, especially around SCOs and SLOs and programs instead of courses.
  - iv) Benet moved to approve the form, seconded by unknown, approved with the modifications discussed.

- v) Hasenbank asked if the templates will be shared publicly. Yes, though it would be best for UAC to use them once internally and adapt if needed before making them public.
- e) Review draft memo, UAC Special Charge 1315-2022 (attachment).
  - i) Henderleiter noted that that "annual" needs to change, based on edits to the UAC Planning and Reporting Policy approved earlier.
  - ii) Hasenbank asked for clarification about Process 2 as used in this document, making this reference parenthetical clarified.
  - iii) Lancaster suggested language-related edits.
  - iv) It was moved and seconded to approve the memo with edits, approved.
- f) Review draft memo, UAC Special Charge 1396-2023 (attachment).
  - i) Henderleiter explained that programs that are federally funded can apply for Process 2, that federal funding and reports due back to funding agencies will be viewed as externally accredited.
  - ii) Hasenbank suggested edits to clarify Process 2 and asked for clarification related to the types of programs that might fall under this category. Henderleiter noted programs like TRIO and Upward Bound fall in this category. Alcohol Awareness and Drug Counseling (did apply and was approved for Process 2) falls in this category. Hasenbank asked if the exemption process could work for federally funded programs. Mendoza stated that she has served as a PI on one of the TRIO programs, and that the materials requested from UAC would make sense to other programs.
  - iii) Hasenbank noted that UAC could change the review process if it found that the process did not work well for federally funded programs.
  - iv) Mendoza moved to accept the memo, seconded by Benet. The motion to accept the memo passed.
- g) Review draft memo, Annual Report to UAS. (attachment).
  - i) Besel suggested several corrections. Henderleiter will edit the dates UAC met if the scheduled April 8 meeting is not needed.
  - ii) Henderleiter provided a short summary of some of the points in the report.
  - iii) Hasenbank suggested clarification about the survey used for externally accredited programs and UAC's review of the programs for approval to use Process 2.
  - iv) Callahan asked for clarification about a statement related to reviewing student services programs for approval to use Process 2.
  - v) Mendoza moved to accept the edited memo, seconded by Benet, memo was approved with edits.
- 6) Adjourn
  - a) Henderleiter thanked those who stepped in as replacements for the year or for the semester. It is disorienting to step onto a committee that is in the middle of implementing very significant changes.

- b) Henderleiter canceled the April 8 and 15 meetings, as committee business for the year is as complete as it can be. She will share updates with the committee by email as needed.
- c) Hasenbank moved to adjourn, seconded by Callahan. Motion passed.

**Winter Meeting Schedule-Full Committee Meetings**

~~January 22~~  
~~February 5~~  
~~February 19~~  
~~March 11~~  
~~March 25~~  
 April 8 (cancelled)  
 April 15 (if needed)

**Team Assignments (tentative)**

<b>Team 1-Online</b>	<b>Team 2-Ext. Accred.</b>	<b>Team 3-Academic</b>	<b>Team 4-Co Curr.</b>	<b>Team 5-Bylaws</b>
Hasenbank Vo Palmer	Higbea Bossick Benet Jafari (for Kandalaft) MacQuillan Little Mupepi Lancaster Reinhold Potrykus	Besel Smith Sutrave (for Schymik) Wilson Gu Kurby Krcmar	Messner Beachnau Wilson Callahan Mendoza Campbell (for Harmon)	Bailey Palmer Ham