
To: Courtney Karasinski/UAS

From: Julie Henderleiter, Chair, UAC

Subject: Mid-year progress report

Date: December 4, 2024

cc: Lisa Surman

This progress report summarizes the University Assessment Committee's activities during the Fall 2024 semester.

Core responsibilities

The UAC met in full session six times during Fall 2024 (9/9, 9/23, 10/7, 10/14, 11/4, 11/18). Small groups met to review assessment plans during alternate weeks and alternate times.

Detailed minutes from each regular meeting are posted to the UAC website.

<https://www.gvsu.edu/uac/meetings-1.htm>

Overall attendance among UAC's voting members was around 80% (approximately 17 out of 22 members). The UAC seat from University Libraries remains vacant. There are five open seats from CLAS and one sabbatical replacement seat from CLAS that remains unfilled. One seat from SCB is unfilled due to a leave-of-absence; SCB agreed it was acceptable to continue with one representative for this semester. We do not have a representative from the undergraduate or the graduate student body.

The committee re-trained its members on assessment plan review. Because most of the committee is new since COVID when assessment reporting was paused, and UAC re-launched assessment with its new process, training was necessary. A new review template was constructed last winter and is being tested this fall before release to the university community. The committee reviewed 63 assessment plans. Several programs requested extensions to January to complete their assessment plans.

26 programs/clusters of programs across campus were approved for Process 2 review, in which external accreditation is accepted in lieu of most reporting to UAC because assessment of student learning outcomes requested by the external accreditor met or exceeded expectations from UAC. Most programs approved for Process 2 review come from CHP, CECI, PCE, and SCB. These programs include teacher preparation programs and academic programs in Seidman and Padnos. The University Counseling Center is also approved. Programs provide an annual executive summary about their assessment process.

UAC is re-establishing its review of assessment plans and reporting. UAC will continue to review all programs on campus in a 2-year cycle, with roughly $\frac{1}{4}$ of programs reporting each quarter. Due dates for reporting will be August 1 for fall and January 21 for winter.

UAC is challenged in completing its work, as GVAssess is not functional. UAC developed a survey and used the CMS to collect assessment plans. This is not sustainable. A permanent solution needs to be found before assessment reporting can fully resume.

Memorandum

Special Charges

Committee Membership: Review the current membership of UAC and make recommendations. SHORE Log #: 1317-2022.

ECS/UAS has already made some decisions regarding representation across colleges; this has reduced our membership by two. UAC will make its recommendations to ECS/UAS by May, 2025.

Review Bylaws: Review and discuss current bylaws and make recommendations. SHORE Log #: 1314-2022.

This work is ongoing and will be brought back to the committee in winter 2025. The committee decided to wait until the new college of computing is officially named to avoid needing to edit this in the future. A few other items are still under discussion.

Develop Review Documents: Develop review documents to provide feedback to units and deans SHORE Log #: 1316-2022. UAC will focus on this charge in our Winter 2024 term.

UAC is testing and revising an assessment plan rubric fall, 2024 with plans to release it to the university at the end of the semester. Discussion of how to best communicate with deans, ADs, program leads, etc. is ongoing, and hinges on having a fully functional assessment system.

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.

This is a component of the previous charge. Until GVAssess or some other system is functional, communication happens only through email.

Optimum Membership/Faculty Representation: Please review the standing responsibilities of your committee and while thinking about workload, determine the optimum and appropriate faculty membership/representation of your committee and make a recommendation.

Please see responses to SHORE Log #: 1317-2022 and 1314-2022.

Procedure for Reviewing Externally Accredited Programs' Documents: Develop a procedure for reviewing externally accredited programs' documents. SHORE Log #: 1315-2022.

A memo has been sent to Provost Drake for approval.

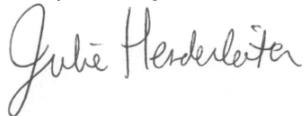
Student Service Programs that Report to the Federal Government: Explore exemption options for student service programs that report to the Federal Government.

A memo has been sent to Provost Drake for approval.

Additional Updates

Thank you for your leadership and support for assessment processes at GVSU. Please feel free to contact me if you have questions related to items in this report.

Respectfully submitted,



Julie Henderleiter, PhD
UAC Chair, 2023-2026

Memorandum

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

1. **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.
 2. **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.
 3. **Student Membership:** One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.
 4. **Administrative Membership:** The Provost or designee *ex officio*, non-voting
 5. **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.
 6. **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.