

Zoom: Please request a link from the UAC chair, uac@gvsu.edu

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) Richard Besel, Communications (23-26) 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) <i>unfilled position, W24</i></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 Kandalaft, School of Engineering (22-25) Kruttika Sutrave, School of Computing (W24)</p> <p>Seidman College of Business (2) Joe Little, Marketing (21-24) Suzeanne Benet, 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) Amy Campbell, Recreation & Wellness (W24) Susan Mendoza, CUSE (21-24) Mike Messner, Director SSP, SASC (21-24)</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). Minutes taken for full meeting via Zoom, teams please take minutes when you meet.
- 2) Approval of minutes from 12/4/2023 (attachment).
 - a) Higbea moved to accept the minutes, Besel seconded. Motion passed, minutes approved without changes.
- 3) Report from the Chair.
 - a) Henderleiter thanked and welcomed Amy Campbell and Kruttika Sutrave, who are filling in for Kate Harmon and Greg Schymik, this term.
 - b) The GVAssess programmer is currently on leave, the committee will need to determine what platform/process we will use this semester to collect assessment plans.
- 4) Report from the Provost's Office.
 - a) Lancaster congratulated Layla McCloud, a past committee member, as the recipient of the Distinguished Early Career Scholar Award.

- b) Lancaster encouraged all of campus to read the Provost's *Lakers Ready* weekly report. The 1/22/24 issue described of the ways that we are tackling student success, and some of the vision that she has for academic affairs. This issue was very complementary to accreditation and program review. The Provost has seen a consistent message from people who evaluate our programs about just how much we care about our students. External evaluators always single Grand Valley out for the commitment we make to our students.
- c) The Physician's Assistant program is currently in the process of completing their self-study. There is clear evidence in their documents that UAC's focus on student learning outcomes supports the materials required by external accreditors. UAC's requirements help set a bar that helps them.
- d) Lancaster noted that there are only two UAS meetings left this semester. UAC will keep this in mind as we continue our work.

5) New Business

- a) Small group updates, be prepared to update committee on progress/steps for this semester
 - i) Team 1: The programmer for GVAssess is returning on a limited basis, guidance needed on how to proceed.
 - ii) Team 2: Qualtrics survey is ready to go. The link to the survey was shared.
 - iii) Team 3: Dividing up programs into groups for UAC review of materials on a 2-year cycle.
 - iv) Team 4: Continuing to determine where all the different co-curricular and student support programs have landed with the reorganization, identifying the contact people for each.
 - v) Team 5: Presented potential bylaws changes in December, working on updates.
- b) Discussion of GVAssess and alternate for collecting new Assessment Plans this semester and perhaps into the future (Google, Bb, others).
 - i) Discussion of possible platforms or processes for collecting assessment reports, GVAssess will not be ready for us by mid-February or earlier.
 - Potential options include a fillable form, Google and Bb. Both have advantages and significant drawbacks. Want a simple structure to collect basic information and allow forms to be uploaded.
 - Communication can occur via UAC email account.
 - Need to keep our comments private during discussions, feedback comes from the committee, not individuals on the committee.
 - Need a rubric available for UAC to use for review and to provide feedback.
 - Hasenbank suggested using the CMS system and creating a form. Allows secure login, we can collect needed information readily and file uploads are allowed.
 - Potrykus suggested exploring Microsoft Teams, Lancaster noted that Teams made it easy to share, but UAC will need to learn how/what commenting restrictions and releases are in Teams. Bailey noted that this is possible with channels, and that Teams might be better used within UAC.
 - Hasenbank noted that Google allows real-time viewing of comments, and that is not supportive of committee work.
 - Henderleiter noted that UAC reviews are holistic, not focused at a very detailed level, as we are not experts in the fields. In Fall, UAC will have reviewing templates/rubrics we will use to collect and provide feedback.
 - Higbea noted space concerns with Bb. MacQuillan noted this as well, but IT can increase the space allocated.
 - Hasenbank stated that the CMS system is simple, permissions do not need to be set, UAC controls the form and information requested, and can download submissions via an Excel sheet with links to uploaded files. An example of the Math in Action form was shared.
 - Lancaster noted that GVAssess should be ready by Fall for UAC to use to provide feedback.
 - Campbell noted that the CMS system is very quick and easy to set up and to use, she shared a sample form. The form also allows skip logic if more information is needed from some individuals.

- Palmer noted that the CMS system allows check boxes (select roles)
- Hasenbank noted that UAC could create a template for programs to use, and this form can be saved and uploaded by programs.
- The committee voted to explore the use of the CMS system with a template for assessment planning. Henderleiter will explore, with help from Hasenbank, Campbell and Bailey and report back.

c) Convene to small groups, as needed.

- i) The committee went into breakout rooms for team discussions about 4 pm, the committee reconvened as a whole group at 4:35.
- (1) Team 2 reported that they added a question to the survey to allow programs that felt they did not meet UAC's criteria to indicate this and move to the end of the form. Hasenbank noticed a missing back arrow, MacQuillan will add it. The survey is ready to go out to externally accredited programs.
 - (2) Team 1 listed information the CMS form will need to collect, including submitter, name, role in assessment, college, division, unit, program, and then file uploads. Discussion about the benefits and drawbacks of having one document per program (include SLOs, assessment calendar, emphases/certificates and curriculum maps in one document or in multiple documents).
 - (3) Team 3 discussed whether a single document or multiple documents would be better. Besel suggested one might be easier with good directions.
 - Hasenbank noted that UAC's role in reviewing might be easier if there were two documents, one with the SLOs and a description, the second with the curriculum map and timeline. UAC will access the data off of a spreadsheet with links to the files.
 - Henderleiter asked if having one file might be easier. Besel noted we will provide a template with instructions, regardless. Henderleiter asked how UAC wants to handle emphases and certificates—separate documents or as part of one large document.
 - Lancaster suggested one document might be easier when we review.
 - Palmer noted that the template needs to be very clear, especially if we request one document.
 - Henderleiter noted that we may need two templates, since academic programs and co-curricular/service programs will provide different things (e.g. no curriculum map for a co-curricular/service program).
 - Higbea asked about potential pushback if people need to complete multiple forms for emphases, certificates. One form with all components helps this.
 - Hasenbank and Ham are in programs with majors with multiple emphases, Hasenbank noted that one file for a major with emphasis, a separate one for certificates because they are a little different, they may need a different schedule.
 - Henderleiter noted that the certificate could be treated like an emphasis and included in the same document as the major and emphases.
 - Palmer and Higbea noted that many certificates pull from programs in other areas, so a separate upload may be easier for programs to do.
 - UAC will revisit this discussion at the next meeting and make final decisions.

6) Adjourn

Campbell motioned to adjourn, seconded by Besel. The meeting was adjourned at 5 pm.

Post-meeting discussion centered around the formatting of the template and what a template would look like for co-curricular/service programs, where the “chunking” of programs under a larger umbrella differs from academic programs in units. Input from co-curricular/service units is needed.

Winter Meeting Schedule-Full Committee Meetings

~~January 22~~

February 5

February 19

March 11

March 25

April 8

April 15 (if needed)

Team Assignments (tentative)

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	Besel Smith Sutrave (for Schymik) Wilson Gu Kurby Krcmar	Messner Beachnau Wilson Callahan Mendoza Campbell (for Harmon)	Bailey Palmer Ham