



Visitors please request a Zoom link from uac@gvsu.edu

2024-25 UAC Members

<p>Brooks College of Interdisciplinary Studies (1) Andrew Schlewitz, Area & Global Studies (24-27)</p> <p>College of Computing (2) Greg Schymik, Computing&Info Systems (22-25)</p> <p>College of Education & Community Innovation (2) Raymond Higbea, Comm Leader & Devel (23-26) Wei Gu, Teaching & Learning (24-27)</p> <p>College of Health Professions (2) Libby MacQuillan, Sch. Interdisc. Health (24-27) Azizur Molla, Sch. Interdisc. Health (Fall 2024)</p> <p>College of Liberal Arts and Sciences (11) Dan Adrian, Statistics (23-25) Richard Besel, Communications (23-26) Charles Ham, Classics (23-26) Jon Hasenbank, Mathematics (23-26) Julie Henderleiter, Chemistry (24-27) chair Zsuzsanna Palmer, Writing (23-26) Christine Smith, Psychology (22-25) <i>unfilled position</i> <i>unfilled position</i> <i>unfilled position</i> <i>unfilled position</i></p> <p>(bold, in attendance; <i>italics, notified absence</i>)</p>	<p>Kirkhof College of Nursing (1) Julie Bekius, College of Nursing (24-27)</p> <p>Padnos College of Engineering (1) Nabeeh Kandalaft, Computer&Electrical (22-25)</p> <p>Seidman College of Business (2) Suzanne Benet, Marketing (24-26) Joe Little, Marketing (24-27) (return W25)</p> <p>Service Unit Representatives (6)) Colleen Bailey, Housing & Res. Life (23-26) Melissa Baker-Boosamra, Student Life (24-27) Brian Bossick, Counseling Ctr (22-25) Kate Harmon, AVP Student Affairs (24-27) Susan Mendoza, CUSE (24-27) Mike Messner, Director SSP, SASC (24-27)</p> <p>University Libraries Representative (1) <i>unfilled position</i></p> <p>Student Senate Representatives (2) (1-year term) Undergraduate: <i>TBD</i> Graduate: <i>TBD</i></p> <p>Ex Officio (Office of the Provost): Sean Lancaster, AVP for SPAA Puong Vo, Assessment and Accreditation Specialist Ruth Yeboah, 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) Welcome to new members and introductions.
 - a) Committee members introduced themselves, welcome to everyone joining us for the first time and for those returning to the committee.
- 3) Approval of minutes from 3/25/2024 (attachment).
 - a) The minutes were approved without changes.
- 4) Report from the Chair
 - a) Updates from GVAssess
 - i) GVAssess is undergoing significant changes. Lancaster, Vo, and Henderleiter met in late August to review the updates in detail, feedback was provided to the programmer. Henderleiter will reach out to the programmer to see if there are questions. We hope GVAssess will be running by late fall 2025.
 - b) Updates from Qualtrics, Process 2
 - i) A few more programs submitted Process 2 requests in May. Those need to be reviewed quickly.
 - c) Updates from ECS/UAS, charges

- i) Henderleiter attended ECS on 8/30 to present last semester's memos on Process 2 approvals and how to handle federally funded programs, which may also apply for Process 2 review. ECS accepted the reports and will send them on to UAS.
 - ii) There are no new charges from ECS/UAS for this year.
 - d) Updates from CMS, assessment plan submissions
 - i) New assessment plans for programs not approved for Process 2 are due by September 15. There were approximately 60 submissions by the start of this meeting
 - ii) New assessment plans for programs not approved for Process 2 are due by September 15.
 - e) Updates from Bb, organization
 - i) Henderleiter showed the committee the new organization of the UAC Bb (classic) site. Some of the most critical documents from the Google files were downloaded and posted to Bb, along with the UAS memo detailing our new assessment process (PDCA). A file containing all the assessment plans, organized by colleges and co-curricular service programs, houses the downloaded assessment plans and curriculum maps (academic programs). Henderleiter will continue to update the Bb site with new submissions, as they come in. The assessment plan review templates are posted at the top of this file.

- 5) Report from the Provost's Office.
 - a) Lancaster discussed the Higher Learning Commission's role in the university's accreditation process, emphasizing the importance of measuring student learning. He highlighted the shared governance committee's role in achieving HLC requirements and its diverse membership.
 - b) Lancaster also mentioned his ex officio role in the General Education Committee.
 - c) Lancaster discussed his efforts to change the culture around assessment, with the aim of reviving the annual assessment conference. He proposed a conference that would model best practices in assessment, both in the classroom and in program assessment. The conference would be designed to cater to both those who want nuts and bolts information and those who want to delve deeper into assessment. Henderleiter suggested breakout sessions to discuss how classroom assessment could inform programming across majors and co-curricular activities. Schlewitz raised the question of the value of assessment, suggesting that the conference could address this issue. UAC decided on January 10th as the best date for an annual assessment conference, considering various factors such as travel plans, grade submission, and the start of the winter semester. Lancaster agreed to this decision and committed to informing the relevant parties and arranging space

- 6) New Business
 - a) Vote of meeting format, continue on Zoom or return to in person (Fall on Allendale, Winter on Pew).
 - i) The committee voted to continue meeting on Zoom.
 - b) October meetings, October 7 and 14 (Oct 21 is Fall Break)
 - c) Updates from last year's teams, where we left off
 - i) Team 1 – GVAssess
 - (1) Henderleiter provided updates in the chair's report.
 - ii) Team 2 – Process 2, new submissions from May-onward, please review ASAP
 - (1) Members of last year's team 2 were asked to review a few new submissions in Qualtrics so that programs could be notified of their assessment requirements.
 - iii) Team 3 – Academic programs with regular reviews
 - (1) Henderleiter asked if team 3 had the draft spreadsheet dividing up the campus into 4 assessment reporting groups. Besel sent the file to Henderleiter.
 - iv) Team 4 – Co-curricular and support services
 - (1) Many co-curricular and support programs have submitted assessment plans.
 - v) Team 5 – Bylaws
 - (1) With some of the heavy lifting to get assessment planning underway, UAC should return to its bylaws this year and make changes to send to ECS/UAS.

- d) Discussion of what teams need to complete, responsibilities for teams vs. rest of the committee
- i) Points were raised in the previous discussion.
- e) Discuss Review process for Assessment Plans, review template (drafts attached), what happens on UAC during the weeks the full committee does not meet (workflow for reviews). Proposed Assessment Reporting due dates of Fall (Jan 15) and Winter (July 1).
- (1) Co-curricular and support services have requested submissions due July 1 (annual), that better meets how they think about calendar. Review all Co-curr/Service in (for July 1 submission), move academic programs to winter (for Jan 15 submission)? Balance Process 2 programs between semesters to even out workload—suspect most/all will land in fall (July 1 submission).
 - A description of co-curricular (versus extracurricular) was asked. Co-curriculars are activities, programs, and learning experiences that complement academic affairs (outside of the classroom) and that often connect to academic programs in areas like student employment experiences or internships in Student Affairs. There are several Student Affairs programs focused on NACE competencies or other professional competencies.
 - (2) Proposed Assessment Reporting due dates of Fall (Jan 15) and Winter (July 1)
 - UAC will need to determine if co-curricular and service programs, which have asked for a summer report date, should be divided between fall and winter review cycles, or if these programs should be reviewed in fall, with academic programs included to balance workload between fall and winter semesters.
 - Henderleiter explained expectations for assessment plans (SLOs, SCOs). Curriculum maps (academic programs, possibly co-curricular programs in a few cases) be as simple as a screenshot from the course catalog. UAC requests these to provide context about the courses. SLOs/SCOs should be clear, specific, measurable, and identifiable, and that there should be a plan for collecting data across all modalities. Badges do not need to be assessed unless they are exclusive to the badge.
 - Schlewitz requested clarification surrounding minors, particularly when there is no major for the program. Lancaster will follow up.
 - Henderleiter asked for volunteers from veteran UAC members who would review 3 assessment plans with the new rubrics. At the 9/23 meeting, Bailey, Henderleiter, and Schymik will discuss their reviews of these assessment plans as the rest of the committee listens and asks questions. This “fishbowl” process, introduced by Hasenbank in his tenure as chair, proved very effective for training members on our review process. All committee members will receive the assessment plans, curriculum maps, and rubrics with the draft minutes and agenda for the 9/23 meeting. Members are asked to read the assessment plans and think about how they would complete the rubrics to provide feedback to programs.
- 7) Adjournment
- a) The meeting was adjourned at 4:25 pm.

Fall Meeting Schedule-Full Committee Meetings

~~September 9~~
 September 23
 October 7
 October 14
 November 4
 November 18
 December 2