University Assessment Committee   Time: 3:05 p.m. – 5:00 p.m.
Meeting Date: November 13, 2023   Room: Zoom

GRAND VALLEY STATE UNIVERSITY

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

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2023-24 UAC Members

Brooks College of Interdisciplinary Studies (1)	**Padnos College of Engineering and Computing (2)**
unfilled position	Nabeeh Kandalaft, School of Engineering (22-25)
College of Education & Community Innovation (2)	*Greg Schymik, Computing & Info Systems (22-25*)
Raymond Higbea, Comm Leader & Devel (23-26)	**Seidman College of Business (2)**
Wei Gu, Teaching & Learning (21-24)	Joe Little, Marketing (21-24)
College of Health Professions (2)	**Miracle Qi, Marketing (23-24)**
Libby MacQuillan, Sch. Interdisc. Health (21-24)	**Service Unit Representatives (6)**
Martina Reinhold, Physician Assist. Stu. (22-25)	**Andy Beachnau, AVP Student Affairs (22-25)**
College of Liberal Arts and Sciences (11)	**Brian Bossick, Career Devel. Services (22-25)**
Dan Adrian, Statistics (23-24)	**Colleen Bailey, Housing & Res. Life (23-26)**
Richard Besel, Communications (23-26)	*Susan Mendoza, CUSE (21-24)*
Caitlin Callahan, Geology (23-24)	**Mike Messner, Director SSP, SASC (21-24)**
Charles Ham, Classics (23-26)	*unfilled position*
Jon Hasenbank, Mathematics (23-26)	**University Libraries Representative (1)**
Julie Henderleiter, Chemistry (21-24) chair	*unfilled position*
Maja Krcmar, Physics (23-24)	**Student Senate Representatives (2) (1-year terms)**
Christopher Kurby, Psychology (23-24)	Undergraduate: *TBD*
Zsuzsanna Palmer, Writing (23-26)	Graduate: *TBD*
Joel Potrykus, Visual & Media Arts (23-24)	
Christine Smith, Psychology (22-25)	*Ex Officio* **(Office of the Provost)***:*
	Sean Lancaster, AVP for SPAA
Kirkhof College of Nursing (1)	**Phuong Vo, Assessment and Accreditation Specialist**
Sylivia Mupepi, College of Nursing (21-24)	**Kathy Wilson, Graduate Assistant**
(bold, in attendance; *italics, notified absence*)	

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 10/30/2023 (attachment).
   - Motion to approve the minutes from 10/30/2023 by Bailey, seconded by Mupepi. Motion passed.
3) Report from the Chair
   - Henderleiter proposed the meeting schedule for Winter, meetings will be via Zoom.
     o January 22; February 5, 19; March 11, 25; April 8 (15 if needed)
   - Henderleiter will meet with Advising to help them plan for resuming assessment, chair can help any programs if they wish for support.
4) Report from the Provost's Office
   - Recreation Therapy in the College of Health Professions had a site visit last week. The evaluator noted that not a single concern was identified and that everything was perfect. Congratulations to Recreation Therapy for their outstanding work.
   - GVSU is embarking on a project with the Bellamy Creek Correctional Facility to offer a Bachelor of Science in Public and Nonprofit Administration. Courses offered through this program will need to be included in assessment planning and reporting to UAC.

5) New Business
   a) Discussion of proposed bylaws changes, Team 5, linked here Bylaws discussion led by Palmer. UAC's new assessment process provides the opportunity to review the bylaws.
      - Initial thoughts are that UAC's membership may not need adjusting; the number of reviews is not likely to decrease, and the time needed for reviews is currently unknown.
      - Updated name for College of Education to reflect the College of Education and Community Innovation, will need to see what the new college is called as PCEC splits.
      - Intentionally left specifics about service unit membership open, rather than specifying representations from divisions. Provost Office appoints, Lancaster does reach out to individuals to seek a range of representatives.
      - Language for Service vs. Co-curricular units was discussed.
        ○ Different divisions within student services, advising, what language is inclusive?
        ○ Co-curricular works, emphasizes the co-curricular nature of the work many offices do to support student learning.
      - Added point (d), determining if programs complete Process 1 or Process 2 for assessment planning and reporting.
      - Added point (h), onboarding new members, and providing opportunities for assessment development.
        ○ Discussion on whether onboarding should be in the bylaws, do other committees have such language. Onboarding is assumed, should it be spelled out. Higbea and Hasenbank noted that other committees do not have onboarding language.
        ○ Past chair Hasenbank developed a robust onboarding process, shift in committee work with the assessment pause and restructuring led to less need for that now, will need to resume for Fall 2024.
        ○ Desire to increase the visibility of the culture of assessment on campus with professional development opportunities. This portion of the statement resonated as a good addition to most members. Consider rewording as "as providing assessment focused professional development opportunities for campus."
      - Decision to send back to Team 5 for revision, discuss and vote once the new college of computing has a name so that can be updated.
      - Straw poll resulted in keeping part (h)'s focus on providing professional development and not on onboarding process.

   b) Discussion of revised policy regarding reporting for externally accredited programs (attachment).
      - Added verbiage about Process 1, Process 2 along with background from current UAC policy documents.
      - Want neutral language about Process 1 and Process 2, document does seem to have that.
      - Not ready to vote on policy today.
      - Discussion of the potential need for more detail about the processes in this document, particularly the approval and recertification processes for Process 2. Consider a table or other format to describe UAC expectations for all programs, then showing how Process 1 and Process 2 meet each expectation. Should Process 2 programs upload their accreditation reports?
      - The document is missing language about the processes, Process 1 spells out SLOs and SCOs but Process 2 only describes an assessment report, nothing about an assessment plan, which is presumably part of the external accreditation process. Assessment report is a summary of findings—is the program on track, any issues that need to be resolved, how will they be resolved.
      - Need to hear back from Team 2 about their process before determining what additional information belongs in this document.

- Should this document spell out how programs can apply for Process 2 or how UAC will determine who does Process 2? Does that belong in this document or elsewhere? Probably this document, needs to be developed with input from Team 2.
- Henderleiter will revise to clarify expectations of all programs and compare Process 1 and Process 2, will incorporate information about applying for Process 2 once information is available from Team 2.
- UAC needs to determine its internal review process for Process 2, then determine what belongs in this public document.

c) Dismiss to small groups to discuss ongoing work, draft reports/progress/changes, as applicable.
d) Reconvene, small groups to report out
- Team 1 – Reached out to programmer, does not look like much more has been done in GVAssess. May want to schedule a meeting with the programmer.
- Team 2 – Finalizing survey, loading into Qualtrics to share with Team 2 for review. Will work on language about review process.
- Team 3 – Dividing up programs that do not have external accrediting bodies to set a new review calendar.
- Team 4 – Finalizing list of Co-curricular programs, plan is to have these programs report in fall to better match their typical work cycle.
  - Henderleiter noted that Co-curricular program reviews should be mostly in fall to better match their workload and schedule. Programs with Process 2 approval can be reviewed in winter, with the rest of the University divided between fall and winter.
- Team 5 – will continue with bylaws revisions, as discussed earlier.

6) Adjourn: Motion by Beachnau, seconded by many to adjourn the meeting, meeting adjourned at 4:40.

Fall Meeting Schedule-Full Committee Meetings
~~September 11~~
~~September 25~~
~~October 9~~
~~October 30~~
~~November 13~~
November 27
December 4 (tentative)

Team Assignments (tentative)

Team 1-Online	Team 2-Ext. Accred.	Team 3-Academic	Team 4-Co Curr.	Team 5-Bylaws
Hasenbank	Higbea	Besel	Messner	Bailey
Vo	Bossick	Smith	Beachnau	Palmer
Palmer	MacQuillan	Schymik	Wilson	Ham
	Little	Wilson	Callahan	
	Mupepi	Gu	Mendoza	
	Lancaster	Kurby		
	Reinhold	Adrian		
	Potrykus	Krcmar		