



Zoom: Visitors please request 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) Dan Adrian, Statistics (23-24) 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) <i>Joel Potrykus, Visual & Media Arts (23-24)</i> Christine Smith, Psychology (22-25)</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) Greg Schymik, Computing & Info Systems (22-25)</p> <p>Seidman College of Business (2) <i>Joe Little, Marketing (21-24)</i> Miracle Qi, 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) Susan Mendoza, CUSE (21-24) Mike Messner, Director SSP, SASC (21-24) <i>unfilled position</i></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 10/9/2023 (attachment).
 - a) Minutes were approved with one correction.
- 3) Report from the Chair
 - a) Met with two programs to help discuss assessment planning. Happy to do this for others, as requested.
 - b) A request was made to communicate with programs across campus about assessment planning and reporting. Communication went out in *Lakers Ready* and via email to Deans, Associate/Assistant Deans, and Directors with additional information about assessment planning. The soft deadline of December for assessment plans was dropped, all assessment plans are due May 1, 2024. Updates have been made to the UAC website landing page and the UAC Resources page. UAC will notify campus when GVAssess is ready.

- i) Discussion about calling programs “exempt” ensued. Clarification about what UAC really means by “exempt” resulted in a recommendation to refer to two processes instead of using “exempt”:
 - ii) Process 1 = program-based reporting, meaning programs submit an assessment plan and assessment reporting as defined by UAC
 - iii) Process 2 = accreditation-based reporting, meaning approved programs use their external accreditors’ requirements for the assessment plan and most reporting. Once approved, these programs provide UAC with an executive summary describing items such as how the assessment process is progressing, any changes or concerns, and actions taken.
- 4) Report from the Provost’s Office
- a) Programs in the College of Health Professions recently had accreditation site visits, the accreditor recognized the excellence of the faculty team supporting the programs.
 - b) The Art programs in CLAS have the National Association of Schools of Art and Design accreditors visiting this week.
- 5) New Business
- a) Discussion of revised policy regarding reporting for externally accredited programs (attachment).
 - i) Considering the language change regarding “exempt”, revisions to the policy to introduce the language of Process 1 – program-based reporting and Process 2 – accreditation-based reporting is necessary.
 - ii) Need to emphasize that UAC approves programs for Process 2, programs to not decide which process to use. UAC will work with programs to determine which process a program will use.
 - iii) Keep the philosophy piece to underscore the approach that UAC uses to decide which process programs follow.
 - iv) This document’s focus should be the UAC reporting policy for most of campus, with a second process that some programs may be approved to follow.
 - v) The reporting part needs more emphasis.
 - vi) Assessment plan is normally written, some programs can have the plan substituted by the accrediting body’s expectations. All programs report, those with approval provide summaries rather than the actual data, instruments, and detailed next steps.
 - vii) Team 2’s role in recommending the processes and criteria used to approve programs for Process 2 was discussed.
 - viii) Need to check wording of the policy, most programs on campus, not all programs on campus, unless we want Process 3 – does not report to UAC. This discussion brought up the need for Lancaster’s office with UAC’s help to review service and co-curricular programs across campus to determine whose work focuses on students and student learning. Litmus test in the past has centered on whether the program is simply facilitating getting something done for/by the student versus trying to teach students something or help them learn new or different skills.
 - b) Dismiss to small groups to discuss ongoing work, draft reports/progress/changes, as applicable.
 - i) Moved to small groups at 3:45, returned to the full meeting at 4:30.
 - c) Reconvene, small groups to report out
 - i) Team 1: Sent an email to the programmer offering support and a hand to help test current changes.
 - ii) Team 2: Continued revisions on the survey to units to see if the program may be approved for Process 2, plan to put the survey into Qualtrics and send it out before the end of the semester.

- iii) Team 3: Focusing on reassigning non-externally accredited programs to a new reporting schedule. Looking at how UAC reviews and what feedback UAC will provide to programs. Beginning with the old reviewer templates and looking at possible revisions.
- iv) Team 4: Finished list of co-curricular and advising units, following up with these programs. For these programs, reporting in July or August better fits their workflow. Team 4 would like to help Team 3 with the feedback form. There are some externally accredited co-curricular and service programs, Team 4 would like to look at Team 2's survey before it goes out.
 - (1) The survey should be reviewed by the full committee before it goes out to programs.
- v) Team 5: Added language that UAC determines what assessment process programs go through. Would like to have the full committee discuss the current state of the changes. Discussion of the bylaws will be an action item for the next (11/13) meeting.

6) Adjourn

- a) Motion to adjourn 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 Vo Palmer	Higbea Bossick MacQuillan Little Mupepi Lancaster Reinhold Potrykus	Besel Smith Schymik Wilson Gu Kurby Adrian Krcmar	Messner Beachnau Wilson Callahan Mendoza	Bailey Palmer Ham