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2024-25 UAC Members

<p>Brooks College of Interdisciplinary Studies (1) Andrew Schlewitz, Area & Global Studies (24-27)</p> <p>College of Computing (1) 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) Martina Reinhold, Physician Assist. Stu. (22-25)</p> <p>College of Liberal Arts and Sciences (11) 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) (sabbatical) Christine Smith, Psychology (22-25) <i>unfilled position</i> <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 Kandalajt, Comp. & Electrical (22-25)</p> <p>Seidman College of Business (2) Suzeanne Benet, Marketing (24-26) Joe Little, Marketing (24-27)</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 via Zoom.
- 2) Approval of minutes from 1/13/2025 (attachment).
 - a) The minutes were approved with one change to clarify an acronym.
- 3) Report from the Chair
 - a) GVAssess – brief update
 - i) Vo and Henderleiter met with the GVAdvance programmer, the GVAssess site is ready for testing. Henderleiter sent a document to the committee with screenshots and comments pointing out changes. UAC will discuss comments at the Feb. 10 meeting, with feedback provided to the programmer afterwards. UAC members have group-admin access to the **test site**, meaning they can go into the **test site** and make changes to the program they are associated with. Changes are made only on the **test site** and can be reset by the programmer. Vo and Henderleiter can add users, please let us know.
 - b) Review teams and bylaws (Bailey, Mendoza, +1-2 faculty TBD)
 - i) Mendoza, Bailey, and Henderleiter will resume work on proposed bylaw changes.
 - c) Review team updates
 - i) The assessment plans that have come to UAC since mid-September are scheduled for review this semester. Henderleiter will send the new schedule out after the meeting.

- d) Vo and Yeboah have rebuilt a spreadsheet of all programs, including majors, emphases, standalone minors, certificates and badges. Programs are identified for Process 2 review, and pK-12 programs that fall under CECI's Process 2 umbrella are noted. There are a few programs that may fall under Process 2, Henderleiter will seek clarification from the colleges housing these programs.
- 4) Report from the Provost's Office
- a) Lancaster and Vo are researching past assessment reports to determine how programs closed the loop, the feedback received, and what programs did with the feedback. They have found an operationally validated and tested rubric to guide them on how GVSU is doing in this area. The rubric may help guide UAC in providing information and feedback to programs. Lancaster and Vo will present their work at an HLC Conference in April.
- 5) New Business
- a) A walk through GVAdvance/GVAssess **test site** (Henderleiter and Vo). Please test the site and make comments. We will review the comments at the February 10 meeting and send them to the programmer, after approval.
 - i) Henderleiter and Vo provided a tour of GVAssess and its redesign.
 - ii) The Contest for Assessment box is relatively unchanged, a place for programs to tell UAC information about curriculum changes, accreditation, etc.
 - iii) Hasenbank explained that the Sub-Entity terminology is a general term used to refer to majors, standalone minors, emphases, certificates, badges. Check to ensure that this is stated in the Information button.
 - iv) Besel asked about changing program names. These can be edited, these may need to be changed at the administrator level, meaning Henderleiter, Vo, and the programmer.
 - v) Schlewitz asked who can work in this site. Individuals who were in the site in the past (likely 2022-ish) should have the same access as in the past. If a UAC member wants to work with someone from their unit to review the site, please reach out to Henderleiter and Vo to get access to that individual if they cannot use **GVAssess on the test site**. Permissions can be changed on the test site.
 - vi) Student Outcomes can be edited. These are currently pulling from original material and can be edited on the test site.
 - vii) Measure level is a space where assessment timelines can be set and reporting provided. Only one file can be uploaded per measure, UAC will need to clarify what it wants here. Schymik and Benet noted that UAC may want to change wording here to reflect that the uploaded file is an appendix, materials that can help UAC reviewers and others understand the context of assessment. UAC may wish to call this an appendix and define what types of documents would be useful here.
 - viii) Schymik and Hasenbank asked if UAC was going to have a template for programs to complete with findings. UAC needs to step back from a template. Lancaster's office needs to be able to search and pull reports from GVAssess. Uploaded files are not searchable or downloadable in reports. The programmer, then, created text boxes (searchable and downloadable) of items the committee thought could be in a single form to edit the reporting end of GVAssess.
 - ix) Ready for Review is where programs indicate that their work is ready for UAC to review. This is where Process 2 reporting will happen. Reinhold noted that asking programs to upload a recent copy of their accreditation report is not feasible. Instead, programs should indicate who to contact/where to go for a copy of the report, if needed. UAC needs to change the language here.
 - x) There needs to be some clarification on the Ready to Review panel. Programs with external accreditation may have some non-accredited programs. The reporting section needs to allow programs to select and report as appropriate. Benet asked if there was a way to tag Process 2 programs so that everyone looking would know which programs are Process 2. Ideally the system would only display reporting options for the report required and not ask programs to pick.
 - xi) All UAC members are now group-admins. This means that, if a member goes down to the Admin menu at the bottom of GVAdvance and selects "User Access and Permissions", members can Add a

user from their unit. Please search the alphabetical listing and see if the person has access already. Selecting the blue pencil allows a user to be edited. Please allow users “Standard” access level, no privilege. A division is needed (Academic or Student Affairs along with a College and a Unit.

xii) UAC review section has not yet been changed. Think about what should go here.

b) White paper, long-term SLO/SCO and assessment map memo

- i) Lancaster suggested replacing “unit” with “program” throughout and recommended reference to Program Review.
- ii) The list of HLC criterion presented in the document was shortened to focus only on the items that most closely align with UAC’s work.
- iii) Schlewitz requested clarification as to the purpose of the document. Its intent is to communicate the next phase of resuming assessment reporting. UAC originally asked for assessment plans with 2+ SLOs/SCOs. Programs will benefit from more detailed and long-term planning. This document will help programs understand the context and rationale for this next ask.
- iv) Hasenbank noted that GVAssess can build the assessment maps, so no examples need to be provided. UAC can provide instructions for how to do this when GVAssess relaunches. Programs can also enter assessment plans into GVAssess and not do extra work constructing a longer-term plan.
- v) Schymik recommended including a link to the HLC criteria for those who are interested.
- vi) Hasenbank asked that the Provost Office issue a statement supporting this ask of programs.
- vii) Schlewitz and Benet suggested edits to the original text surrounding two versus more SLOs/SCOs.
- viii) Hasenbank noted that multiple measures can be placed on a calendar for a single outcome (in GVAssess).
- ix) Process 2-approved programs will not create calendars.
- x) Deadline for this document is end of the semester. Plan is to include it when GVAssess revisions are completed and ready for the University to start using it, maybe a soft launch over the summer with a due date at the end of Winter 2025.

6) Adjourn

Winter Meeting Schedule-Full Committee Meetings

January 13	January 27	February 10	February 24
March 10	March 24	April 7	