

**The UAC is responsible for (per Faculty Handbook):**

- a. Providing leadership and support to university constituents as they design and implement the six year self-study report and three year student learning outcome assessment plans/reports based on best practices
- b. Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units.\*
- c. Providing instructions for reporting formats and schedules.
- d. Provide feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.
- e. Conducting initial and refresher user training in Weave Online
- f. Maintaining and updating the UAC website, Blackboard site, and automated timeline and notification system.

**UAS Charges 2014-2015:**

1. Continue to provide leadership and support to university constituents as they implement the six year self-study plans and three year learning outcome reports provided for in the University Assessment Philosophy and Policies endorsed by UAS on April 22, 2005.
- 2 Continue to work with General Education and academic units to explore/develop meaningful ways to enhance assessment policies and procedures, as a service to the university.
3. Collaborate with FSBC on "Resource Analysis" language and template for academic units.
4. Continue updating the instructions for preparing unit self-studies and assessment reports:
  - a. Add a list of best practice or suggested materials for units to include;
  - b. Give special attention to the notification process by:
    - i. Publicizing the schedule of notification;
    - ii. Formalizing the process so that appropriate people (deans, associate deans, unit heads and unit-level assessment officers) receive notifications in a timely fashion;
    - iii. Sharing WEAVE access with unit heads and others in charge of assessment.
5. Review the UAC website and update as needed  
(for example, by adding instructions to the hyperlink).
6. Work with Academic Computing and Advising Committee to suggest ways to increase institutional support for assessment platforms

**End of Year UAC Report:**

As of fall 2014, I assumed the position of chair of the UAC. The UAS charges (2014-2015) were reviewed to some extent at each of our 11 whole committee meetings. Summary and review of our tasks, charges, and accomplishments will follow.

Fall of 2014 the committee, reviewed 10 self-study reports and provided feedback to 10 units/departments (academic and service units) by December 2014. In the winter of 2015, we completed review of 22 assessment reviews, with 3 more assessment plans expected before the end of the school year. Feedback, in the form of memos, will be provided to each unit/department this spring. Additionally, we have reviewed several revised assessments from units that have made changes to submitted self-study/assessment reports as a result of suggestions made by UAC members.

For the second consecutive year, I attended the national Assessment Institute in Indianapolis and provided instructional in-service/information to the committee. Additionally, Carol "Griff" Griffin (General Education) came to one of our committee meetings to present and explain the assessment process/procedures of their departments/units. The rich exchanges of information enhanced the review process for UAC members.

As requested by deans and/or department assessment officers, Julie Guevara and I have presented individual and group instruction on the assessment process, as well as the WEAVE online system. Some WEAVE online instruction was done face to face, some was done over the phone, and some via email. Receptivity to suggestions and availability to participate in the input of assessment plans has been a very rewarding part of this position for me. WEAVE online instructions will soon be posted on the UAC website for reference.

Resource Analysis, to some extent, has been a part of the UAC Self-study template. In collaboration with the FSBC and the request to report and understand additional/intentional metrics on the self-study timeline for academic units, the UAC has expanded the ARSS notification system. The revised email alerts will include instructions for the FSBC metric report. Additionally, the UAC website will be expanded to elaborate on additional instructions at the point of the added FSBC hyperlink.

The new notification system has been piloted. Feedback has been gathered and adjustments and revisions in the system are continuing to be made. As faculty and unit heads change, the system continues to be updated. As changes in scheduling are requested to coincide with external reporting mechanisms, the system is adapted. The intent is to notify deans and assessment officers in a timely fashion to the process needed for reports.

The document *Assessment Guiding Principles* has been updated and rewritten to reflect assessment best practices in higher education. Additionally, the document *Assessment Implementation* provides explanations and rationale for these standards. These two new documents will be posted on the UAC website this spring.

Respectfully submitted,  
Susan Harrington, PhD, RN