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| **University Assessment Committee**Meeting Date: **December 10, 2018** | Time: 3:00 p.m. – 5:00 p.m.Room: 148 HON | GVLEFT |

**2018-19 UAC Members**

**Brooks College of Interdisciplinary Studies**
   Rachel Peterson, Liberal Studies (16-19)

**College of Community & Public Service**
   **Scott Berlin, School of Social Work (18-21)**
  **Tina Yalda, School of Criminal Justice (18-20)**

**College of Education**
  **Wei Gu, Teaching & Learning (18-21)**
 **Mohammed Saleem, Literacy & Technology (18-21)**

**College of Health Professions**
   **Susan Cleghorn, Occupational Therapy (16-19)**
  **Libby MacQuillan, Allied Health Sciences (18-21)**

**College of Liberal Arts and Sciences**
  Paul Carlson; Music, Theatre and Dance (18-20)
 **Hsiao-ping Chen, Visual & Media Arts (F18)**
 *...for Haiying Kong, Communications (17-20)* **Regis Fox, English, (16-19) Jon Hasenbank, Mathematics (16-19) (Chair) Julie Henderleiter, Chemistry (18-21) (Vice-Chair)**  *Charles Lowe, Writing (16-19)* **Brian Phillips, Sociology (18-19)**  **Carolyn Shapiro-Shapin, History (17-20)** **Al Sheffield; Music, Theatre, and Dance (18-20)** *Fang Yang, Communications (18-21*) Unfilled CLAS Position (18-19)

(bold, in attendance; italics, notified absence)

**Kirkhof College of Nursing**  **Sue Harrington, Nursing (18-21)**

**Padnos College of Engineering and Computing**   Chris Pung, School of Engineering (18-20)
 **Greg Schymik, Computing & Info. Services (16-19)**

**Seidman College of Business** **Sonia Dalmia, Economics (17-20)**
*Anne Sergeant, School of Accounting (15-18)*

**Service Unit / Co-Curricular Units** **Joy Gianakura, Assoc. Dean: College of Business (16-19)**
 **Colleen Lindsay-Bailey, Housing & Res. Life (17-20)**
 **Kelly McDonell, Honors College Advising (18-21)**
 *Susan Mendoza, Director: Office of U R & S (18-21)*
  **Mike Saldana, CHP Academic Advising (18-21)**
 Unfilled SS Member (18-20)

**University Libraries Representative**
   **Kristin Meyer, University Libraries (17-20)**

**Student Senate Representatives:**

 Holly Neva (Undergrad)

  **Andy McDonough (Grad)**

***Ex Officio* (Office of the Provost)*:* Chris Plouff, AVP for SPAA
 SPAA Assessment Specialist: Taylor Boyd
 SPAA Graduate Assistant: Tonia Olisa-Nwoko**

**Invited Guest:** Shawn Bultsma (ECS)

**Proposed Agenda:**

1. Review and Approval of Minutes: 11/12/18 **(attachment)**
	1. Meeting was called to order at 3:07. Minutes from the past meeting were approved.
2. Report from the Chair
	1. Jon reported back on ongoing work to improve GVAssess. Need to design a process for integrating College feedback into GVAssess review timeframe.
	2. UCC will begin to require curriculum mapping (CM) in SAIL for all “significant” changes; College Curriculum Committees were notified on December 10.
	3. GVAdvance improvements include historical documents and context for review items are greyed out, need to be active. An option for “Assessment Plan-only” reviews needs to be included to document feedback of new plans. Compile reporting should give a positive indication that no reporting was available.
	4. Added “Closing the Loop” information to the UAC glossary.
3. Report from the Provost’s Office
	1. Affirmed a desire for UAC and Dean’s offices to work more closely on reviews
	2. Several units completed accreditation reviews.
	3. Graduate Council has been reviewing Graduate Programs, three programs have gone/are going through external review at this time. UAC should look at feedback at some point. Long term plan is to house all reviews and reports in GVAdvance
4. New business
	1. Demonstration of the SHORE system by Shawn Bultsma (ECS/UAS Vice-Chair)
		1. GVSU has a website similar to SAIL, called SHORE. SHORE is a place to house committee charges for the 12 standing committees. SHORE is housed in the Faculty Governance webpage.
		2. Includes active charges and notifications for all committees. Site allows for Edit and Action functions for committee chairs to communicate with UAS Chair.
		3. All faculty can access with network ID, supports shared governance and transparency.
	2. Committee discussion about review systems and processes:
		1. GVAdvance system – what features are most useful and what refinements are needed?
		*Current priorities (sent to the developer) include:*
			1. *Vary the scope of database queries based on the user’s type, privilege, and entity.*
			2. *Add a UAC feedback ‘short form’ as an alternative to the full feedback rubric.*
			3. *Add a new report that will compile all Online/Hybrid reporting (database querying, may want to pull from GVAssess and GVPlan)*
			4. Other discussion:
				1. Second review process—reminder that it is possible to have several windows open at a time to see first review comments and the unit’s plan.
				2. Measure reporting does not always show up in the Compile Report view, need to go back and dig for the information. Is this a “finalize” problem?
				3. It is sometimes difficult to determine if a unit is not reporting on an objective in a particular cycle or if data were simply not entered. A way for units to check a box and indicate whether reporting is taking place during the cycle would be helpful. This could be accomplished in the Context for Assessment box (or a pulldown menu) for each cycle listing what outcomes are being reported on for the cycle.
				4. Compile Reporting button worked inconsistently.
				5. May help reviewers to have a master list of Units submitting Strategic Plans, since Assessment Reports are tied to majors, emphases, and certificates, while Strategic Plans may encompass one entity providing multiple Assessment Reports.
		2. UAC review processes – suggestions for W19 reviews?
			1. When team 0 does second reviews, they should share feedback with the first reviewers. Team 0 should keep track of concerns and report common issues to the committee.
			2. Slack is a team coordination tool (bulletin board, forum) where people can be invited to join and provide feedback or discussion. Can set up channels private to teams, or send messages to others. Can set up communication channels as needed. Will try this out in Winter, 2019.
	3. Discussion: Does UAC need standing sub-committees? **(attachment: other committee structures)**
		1. Grown from 20 – 30 members, is there a more efficient way for us to do our work? Discussion notes below:
			1. If we have an executive committee, would they be the ones attending these meetings? ECS/UAS structure where the ECS decides what to bring to the full committee?
			2. Other committees have different enough charges that subcommittees make sense. Is that the case for us? Could an executive committee help the chair make decisions about what to bring to the committee? To date, most of what Jon needs insight into can be handled through discussion with Chris and Taylor.
			3. Do we risk losing the good communication we have by subdividing? In some ways, team 0 is a subcommittee, but it is focused on second review and not policy.
			4. Review teams are subcommittees. The larger body needs to coordinate this work.
			5. If we need to develop policies, task forces would make more sense for us unless the nature of the work of the committee changes.
			6. Could we meet for the first two meetings of each semester (and the new member’s training session) to assign work and train new members, then meet as a full committee once a month from that point on? Could urgent information be communicated via email or SLACK? Review teams are efficient, we should let them have as much time as possible during the regular meeting times to get their work done. If a schedule with deadines is set for subcommittees so that Team 0 can complete second reviews, this might maximize everyone’s use of time.
	4. Goals and task forces for W19
		1. Teams will stay the same for Winter unless individuals contact Jon.
		2. One charge is to Explore ways to support Units in their assessment of pre-major/foundational courses and service courses, as well as supporting co-curricular programming and advising. A subcommittee could look at this charge during the Winter semester. Team 6 could address co-curricular programming and advising. How about pre-major/foundational courses and service courses? Units can use General Education reporting for these courses if they overlap.
			1. Messaging from UAC should support depth versus breadth
			2. Chris’s office did convey the depth message when UAC switched to GVAssess 2 years ago.
			3. Jon asked for a task force to explore ways to support units with assessment of pre-major/foundational courses and service courses, and co-curricular courses, and bring its findings to the committee. Could UAC put on training or help sessions for units to improve their assessment activities? Is the solution better messaging from UAC?
			4. Jon will send out an email asking for anyone interested to serve on a task force to explore this issue.
			5. Advising centers and co-curricular programming are reviewed by team 6. Next semester’s review load seems lighter, is Team 6 the best group to do this? Team 6 agreed to look into this.
	5. Please wrap up first reviews, contact Jon if first reviews will be delayed.
	6. The next meeting is January 14, downtown (PEW campus). Room TBA.
5. Adjourn
	1. The meeting was adjourned at 4:48.

**Small group assignments – F18**

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| **Team 1** | **Team 2** | **Team 3** |
| Fang Yang-CLAS-Comm | Anne Sergeant-SCB-Acct | Libby MacQuillan-CHP-AHS |
| Greg Schymik-PCEC-CIS | Chris Pung-PCEC-SoE | Regis Fox-CLAS-Eng |
| Hsiao-ping Chen-CLAS-VMA | Saleem Mohommed-COE-L&T | Sonia Dalmia-SCB-Econ |
| Rachel Peterson-BCOIS-Lib/Hon | Sue Harrington-KCON | Wei Gu-COE-T&L |
| *Andy McDonough-Grad* |  |  |

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| **Team 4** | **Team 5** | **Team 6 – Stu. Services + Library** |
| Al Sheffield-CLAS-MTD | Brian Philips-CLAS-Socio | Colleen Bailey-Housing |
| Carolyn Shapiro-CLAS-HST | Charles Lowe-CLAS-WRT | Joy Gianakura-SCB |
| Paul Carlson-CLAS-MTD | *Tina Yalda-CCPS-CJ* | Kelly McDonell-BCOIS-HON |
| Scott Berlin-CCPS-SoSW | *New CLAS Rep (N/A)* | Mike Saldana-CHP-Advising |
|  |  | Susan Mendoza-OURS |
|  |  | *6th Stu. Services Rep. (TBD)* |
|  |  | *Holly Neva-UGrad* |

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| **Team 0** (2nd review, special circumst.) |
| Jon Hasenbank, CLAS-MTH (Chair) |
| Julie Henderleiter, CLAS-CHM (VC) |
| Kristin Meyer, UL |
| Susan Cleghorn, CHP-OT |