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| University Assessment Committee | **Memorandum** | GVLEFT |

TO: Felix Ngassa, Chair, ECS/UAS

FROM: Jon Hasenbank, Chair, UAC

SUBJECT: Mid-year Report for 2019-20

DATE: Dec. 16, 2019

CC: Lisa Surman-Haight

This progress report summarizes the University Assessment Committee’s activities during the Fall 2019 semester.

**Part 1: Core Responsibilities**

The UAC’s standing responsibilities are included at the end of this report.

The UAC met in full session five times during Fall 2019 (9/23, 10/7, 11/4, and 11/18, and 12/2). The various agenda included assessment updates, opportunities for members to provide input on issues pertinent to university assessment, decisions and member training regarding UAC review processes, and time for members to discuss and collaborate on the semester’s assessment reviews and special charges from ECS (see part 2, below). Detailed minutes from each regular meeting are posted to the UAC website ([www.gvsu.edu/uac/meetings](http://www.gvsu.edu/uac/meetings)).

Overall attendance rates among the UAC’s voting members averaged 81% (approximately 24 out of 30) in Fall 2019. Three of the UAC’s seats were vacant: CLAS was only able to fill one of the College’s three open seats in the Fall special elections. We have also not yet been assigned an undergraduate representative from the student senate; however, representatives from the graduate student body have attended regularly.

Review teams collaborated at the end of each regular meeting and also worked between regular meetings to complete their assigned reviews, which constitutes the most intensive part of UAC’s workload every semester.

For Fall 2019, the review docket included **17 strategic plans** and **50 assessment reports**, including:

* 30 undergraduate majors and 25 emphases
* 13 graduate degrees and 3 emphases
* 6 certificate programs
* 1 special review (SWS)

Review teams have completed their work. The completed reviews will be available in GVAdvance after they are finalized by the UAC Chair in early January.

**Part 2: Special Charges**

UAC received three special charges from ECS this year:

1. Enact the recommendations of the 2018-19 UAC pre-major and service course task force.
2. Enact the recommendations of the 2018-19 UAC co-curricular and advising task force.
3. Review the existing self-study report questions in GVAdvance and identify any changes or unit supports that may be warranted as we prepare for the first round of Self Study reviews in January 2021.

Significant progress was made on special charge #2 in F20. In particular, the 2018-19 task force recommendations have been distilled into a prioritized list of action items by UAC’s Student Services and University Libraries representatives. The list they have produced will guide UAC’s efforts on this charge in W20.

Special Charges #1 and #3 will be considered in W20.

**Part 3: Additional Updates**

At our last meeting of F20, UAC members unanimously elected long-time UAC member **Julie Henderleiter** (Chemistry) as the next UAC Chair. Julie will shadow the current UAC Chair for W20 and will take over as UAC Chair on July 1, 2020.

UAC also approved a motion to recommend to ECS/UAS a set of changes to the UAC bylaws to specify the timing of the UAC Chair election and the length of the UAC Chair’s term. That recommendation will be sent in the form of a SHORE memo for consideration by ECS in early W20.

Finally, the UAC Chair has been working closely with AVP Chris Plouff on several items, including:

1. Co-hosting a talk at the 2019 Assessment Institute in Indianapolis in which we showcased GVSU’s approach to student outcomes assessment using the GVAdvance system.
2. Integrating an improved version of the “Assessment Reporting and Self Study” (ARSS) email notification system into the GVAdvance system.
3. Discussing ways in which the new strategic planning processes being developed by President Mantella and the President’s cabinet can be synergistic with the existing assessment and strategic planning processes at GVSU. The following guiding principles were shared by UAC Chair Jon Hasenbank in an email to ECS leadership (Felix Ngassa and Shawn Bultsma) on 11/19/19:

*As a new strategic planning timeline is developed, GVSU should strive to:*

1. *Provide units with an opportunity to engage in a meaningful Self Study process that can inform their subsequent Strategic Planning, and*
2. *Maximize synergy with our existing assessment cycle, including the GVAdvance-based systems (GVAssess, GVPlan, GVStability, and GVReview) for assessment, strategic planning, stability analysis, and self study processes. See* [*www.gvsu.edu/uac/process*](http://www.gvsu.edu/uac/process) *for details.*

Thank you for your leadership and support for assessment processes at GVSU. Please feel free to contact me if you have questions related items in this report.

Respectfully submitted,



Jon F. Hasenbank, PhD

UAC Chair, 2017-2020

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**Standing Responsibilities (Faculty Handbook):** The UAC is responsible for:

1. Providing leadership and support to university constituents as they design and implement the five to six year self-study report and every two year student learning outcome assessment plan/report with strategic plan updates based on best practices.
2. Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units \*
3. Providing instructions for reporting formats and schedules.
4. Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.
5. Conducting user training on the on-line system for reporting Assessment reviews/plans and Self-Study updates/reports.
6. Maintaining and updating the UAC website, Blackboard site, submission links as needed, and Assessment Report and Self-study (ARSS) automated timeline and notification system (4 month and 2 month notifications).

\* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.