University Assessment Committee
Meeting Date: December 4, 2023

Time: 3:05 p.m. – 5:00 p.m.
Room: Zoom

GRAND VALLEY STATE UNIVERSITY

Zoom: Please request a link from the UAC chair, uac@gvsu.edu

2023-24 UAC Members

Brooks College of Interdisciplinary Studies (1)	**Padnos College of Engineering and Computing (2)**
unfilled position	**Nabeeh Kandalaft, School of Engineering (22-25)**
College of Education & Community Innovation (2)	**Greg Schymik, Computing & Info Systems (22-25)**
Raymond Higbea, Comm Leader & Devel (23-26)	**Seidman College of Business (2)**
Wei Gu, Teaching & Learning (21-24)	**Joe Little, Marketing (21-24)**
College of Health Professions (2)	Miracle Qi, Marketing (23-24)
Libby MacQuillan, Sch. Interdisc. Health (21-24)	**Service Unit Representatives (6)**
Martina Reinhold, Physician Assist. Stu. (22-25)	**Andy Beachnau, AVP Student Affairs (22-25)**
College of Liberal Arts and Sciences (11)	**Brian Bossick, Career Devel. Services (22-25)**
Dan Adrian, Statistics (23-24)	**Colleen Bailey, Housing & Res. Life (23-26)**
Richard Besel, Communications (23-26)	**Susan Mendoza, CUSE (21-24)**
Caitlin Callahan, Geology (23-24)	**Mike Messner, Director SSP, SASC (21-24)**
Charles Ham, Classics (23-26)	*unfilled position*
Jon Hasenbank, Mathematics (23-26)	**University Libraries Representative (1)**
Julie Henderleiter, Chemistry (21-24) chair	*unfilled position*
Maja Krcmar, Physics (23-24)	**Student Senate Representatives (2) (1-year terms)**
Christopher Kurby, Psychology (23-24)	Undergraduate: *TBD*
Zsuzsanna Palmer, Writing (23-26)	Graduate: *TBD*
Joel Potrykus, Visual & Media Arts (23-24)	
Christine Smith, Psychology (22-25)	*Ex Officio* **(Office of the Provost)***:*
Kirkhof College of Nursing (1)	**Sean Lancaster, AVP for SPAA**
Sylivia Mupepi, College of Nursing (21-24)	*Phuong Vo, Assessment and Accreditation Specialist*
	Kathy Wilson, Graduate Assistant
(bold, in attendance; *italics, notified absence*)	

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 11/13/2023 (attachment).
   a) Mendoza moved to approve the minutes from 11/13, seconded by Higbea, motion passed.

3) Report from the Chair
   a) Thank you to Dan Adrian for stepping in this semester, class conflict with Winter.
   b) Thank you Kate Harmon, who will join us in Winter to fill the empty Service Unit seat.
4) Report from the Provost's Office
   a) Lancaster reported that changes to GVAdvance (GVStability, GVAssess) will be delayed. Schymik asked if graduate students from Applied Computing Institute might be able to step in. Lancaster will ask Vo if this is worth pursuing. UAC may need to prepare a fillable form for Assessment Planning. Hasenbank asked if ECS/UAS may be able to provide resources, Lancaster stated that he will be best able to advocate for resources.
5) New Business
   a) The midyear report to ECS/UAS was reviewed, minor edits were made.

- Clarification about whether approval for small changes to Student Development/Student Affairs units was needed. The chair stated no, the PDCA model has been approved, and so long as changes do not impact the approved model, there should be no need to seek approval from ECS/UAS/Provost level for small adjustments to reporting.
- Externally accredited programs will be reviewed and approved for process 2 reporting regardless of who the accreditor is; UAC's focus is on student learning and student-centered outcomes.
- Henderleiter had the opportunity to ask AD Anderson from CLAS what assessment-related information he needed from UAC about programs in CLAS. Henderleiter asked if a memo listing programs that have completed reporting, those still working on reporting, and examples of some good things programs are doing would meet his needs. AD Anderson stated that a memo of this sort would be ideal. UAC should explore if this would meet the needs of other colleges and Student Development/Student Affairs programs. The UAC chair could have a template to complete to communicate with programs rather than notifications in GVAdvance. The thinking is that individuals who do not frequently use a software package find notifications less useful than those who are often in the software package.
- Schymik noted that a dashboard page could take care of this, it is unclear if our current system can do this.
- Schymik moved to approve sending the edited midyear report to ECS/UAS, seconded by Higbea, motion was approved.

b) Bossick (Team 2) shared their Qualtrics survey with the full committee for comment. The survey was developed to collect information from externally accredited programs to help determine whether they are eligible for Process 2 reporting. The survey follows the PDCA model. Comments from the committee focused on the Introduction/Program Background; the PDCA sections were well done as presented.
- Palmer, it would be helpful to create a bit more of a context on the at the very beginning of the survey. Provide our [UAC] definition of student learning outcomes and student-centered outcomes. Some synonyms are provided, definitions would be helpful. Explain why UAC is so focused on these outcomes—accreditation encompasses a lot of different areas. The University Assessment committee's purpose is to ensure that student learning is assessed in those accreditation reports. Therefore, you're focusing on student learning and student-centered outcomes, which are this and this. Then the sentence with the synonyms is helpful.
- Hasenbank, define Process 2 here, and be specific in the survey. Also, on this page we ask what program is being represented? We should also ask about the college and unit as well, so that UAC can just make sure we're following up with the right person and the right program.
- Henderleiter noted that we need to clarify that "exempt" is "process 2", this language has not been pushed out to the University yet. Something like "UAC Process 2, a mechanism for programs that are externally accredited to be exempt from most reporting to UAC." Lancaster noted that UAC needs to move away from exempt and towards calling this Process 2.
- Palmer suggested the following: "**Process two utilizes parts of your accreditation report for university assessment purposes**."
- Reinhold noted that we are trying to assess whether an externally accredited program is eligible for Process 2 or not. UAC doesn't want to give people the impression that they have to do less. This survey is the place where we're still deciding where externally accredited programs fall. Let's not do exemption and those kind of things in the sentence, because I think it confuses people in terms of what the point is of the survey the survey is to identify. How do you assess your data?
- Hasenbank noted that it's really the survey that is defining or helping UAC decide what's the right process for accredited programs. UAC wants to use the survey is to help us see, identify, the correct process for accredited assessment users.
- Hasenbank noted that a flow chart, at some point, can be created to help programs self-assess if they should fill out the survey in the first place for UAC to work with them about Process 1 or Process 2.

The flowchart should be on the UAC website at some point. The main thing is to just clarify the context piece the beginning. The form of the questions themselves is solid and should give good information.

- Hasenbank asked if Qualtrics collects phone numbers or email addresses for individuals completing the survey. Bossick stated that fields could be added to collect that information.

6) Henderleiter suggested that breaking into small groups might not be the best use of committee time at this point. Besel stated that Team 3 could work via email on their current task. Team 2 prefers to meet with MacQuillan. Teams 4, 1, and 5 did not need to meet. Hasenbank moved to adjourn, seconded by Schymik, motion carried.

Fall Meeting Schedule-Full Committee Meetings
~~September 11~~
~~September 25~~
~~October 9~~
~~October 30~~
~~November 13~~
~~November 27~~
~~December 4~~

Team Assignments (tentative)

Team 1-Online	Team 2-Ext. Accred.	Team 3-Academic	Team 4-Co Curr.	Team 5-Bylaws
Hasenbank	Higbea	Besel	Messner	Bailey
Vo	Bossick	Smith	Beachnau	Palmer
Palmer	MacQuillan	Schymik	Wilson	Ham
	Little	Wilson	Callahan	
	Mupepi	Gu	Mendoza	
	Lancaster	Kurby		
	Reinhold	Adrian		
	Potrykus	Krcmar		