

Report of Committee Activities

Academic Year 2021 - 2022

Committee Name: University Assessment Committee (UAC)

Committee Charges:

There have been no changes in the committee charges this year.

1. *Collaborate With University Committees*

- Collaborate with University committees, including the Academic Affairs Assessment Committee, the Academic Program Review Committee (APRC), the General Education Committee, the Student Affairs Assessment Committee, and the University Curriculum Committee (UCC) to establish the development, exchange, and the advancement of best practices and excellence in assessment.

2. *Create and Maintain a University Assessment Plan*

- Create and maintain a university assessment plan that establishes basic expectations for assessment at the University to support continuous quality improvement and/or accreditation.

3. *Provide Feedback, Guidance, and Resources*

- Provide feedback, guidance, and resources to the University community to support effective and efficient assessment practices.

Work to Date:

UAC Structure (Summer 2021)

- The UAC Chair was elected by the committee in June and by Fall the UAC Chair position was approved for 0.25 release time.
- The UAC can now be reached at FSUAssessment@Ferris.edu.
- Since inception, the committee has typically met every 2 weeks.

Approval of a University-wide Assessment Plan defined in the UAC Operating Manual (Fall 2021)

- At the start of the academic year, the initial University-wide Assessment Plan drafted last year was approved by the Academic Senate.
- The UAC Operating Manual ("Manual") provided the charge(s) of the UAC and membership and defines the policies related to the assessment of courses and programs. This manual provided a framework for creating and maintaining a culture of assessment, recognizing that assessment is the shared responsibility of all University stakeholders.

Consultation on the UCC Form B new course and program proposals (Fall 2021)

- In the Fall, after reviewing a number of new course and program proposals, the committee determined that more information was necessary to provide a meaningful review of the Assessment Plans.
- The current Manual defined assessment but did not include specific criteria with which to consistently review these assessment plans.
- The UAC reviewed existing UCC and APRC manuals to better understand their process and how the assessment data was collected on course and program proposal forms.

- The UAC began collaborations with the UCC and APRC and obtained their feedback on the proposed modifications to the UAC processes.
- Comments and suggestions were incorporated into further modifications of the plan.

The new UAC proposal was approved by the Academic Senate in March.

- The approved proposal updated the Operating Manual and included a new **University Assessment Handbook** (“Handbook”).
- The Handbook documents the details for assessment best practices, which includes: the collection and review of program assessment plans, course assessment plans, and course mapping plans.
- The Handbook included criteria and forms to be used by the UAC to provide meaningful feedback to academic programs and clear guidelines for academic programs on what information should be included in the Assessment Plans for all new course and new program proposals.
- The Handbook makes it clear that all new or modified programs and new or modified courses must have an **Assessment Plan** defined.
- The Assessment Plan includes program learning outcomes, with corresponding assessment methods, criterion for success, and assessment schedules.

The UAC Support for Continuous Improvement in Assessment

- Previously, academic programs preparing for APR were encouraged to reach out to the UAC and request guidance.
- The Handbook outlines a new process, where the UAC will proactively review programs that are going up for APR in three years, and they will provide feedback on Course Mapping, Program Assessment Unit Planning, and Program and Course 4-column reports.
- As with the review during the UCC process, both the APRC and the UAC are concerned with PLOs/CLOs, assessment methods, criterion for success, and the assessment schedule; however, during review, there is also a focus on the results, actions, and follow-up necessary for quality assessment.
- Feedback from the UAC can provide a useful starting point from which to prepare the continuous improvement portion of the APR report.

Committee Membership:

Structure:

- One Chair with 0.25 FTE release time or equivalent (or two co-chairs with 0.25 FTE release time or equivalent total)
 - Schedule and run regular meetings
 - Manage curriculum proposals requiring feedback/consultation
 - Generate assessment summary reports and interact with programs to provide feedback
 - Manage consultation requests through from individuals and programs
 - Report monthly at the Senate meeting and manage all items for Senate action
 - Present an annual report on assessment activities to the Senate
- One Knowledge/Information Manager
 - Take notes during meetings and share meeting minutes
 - Keep SharePoint site organized and accessible to committee members

Term and Term Limits:

- All members will serve three-year terms.
- Terms can be repeated consecutively with a limit of three consecutive terms.
- Ideally, no more than one-third of the committee will turn over in any given year.

The UAC positions from CET was vacant and temporarily filled with a faculty volunteer.

- One faculty member from each Senate Representative Unit
- Ex-Officio:
 - One representative from the Academic Senate
 - One representative from the General Education Committee (appointed by the Director of General Education)
 - Two representatives from the Academic Affairs Assessment Committee (appointed by Academic Affairs)
 - Two representatives from the Student Affairs Assessment Committee (appointed by Student Affairs)

Member List 2021-2022:

CHP	(2)	Michelle Weemaes	OPT	(3)	Lillian Kalaczinski
CASE	(3)	Heather Pavletic	PHR	(2)	Lisa Meny
BUS	(3)	Katie Kalata-Chair	L/C/A	(3)	Jenice Winowiecki
CET	(2)	Greg Wellman, CPHR (No rep. from CET available)	SR	(1)	Vacant
Ex-Officio members: Mandy Seiferlein, Stoney Hart, Megan Biller (DCCL), Nick Campau, Victor Pierce					

Annual Budget and Goals for Academic Year 2022-2023:

- The UAC will continue to collaborate with the Academic, APRC and UCC as needed.
- **Improve Training for the UAC and Senate**
 - Work with Academic Affairs to obtain formal training for the UAC members on using Improve.
 - The committee will be meeting in Summer 2022 for training and then weekly in Fall 2021.
 - After training, a UAC subcommittee will create several short and targeted videos on using Improve for assessment.
- **New Courses and New Programs**
 - Starting in Fall 2022, the UAC will use the new process, criteria and forms to review the Assessment Plan review for new courses and new programs submitted to the UCC
 - Summary of the review of the Assessment Plans will be provided to the UCC.
- **Pre-APR Program and Course Assessment**
 - Starting in Fall 2022, the UAC will use the new process, criteria and forms to review the Assessment Plans and Assessment Results for programs going up for APR in three years.
 - The UAC will gather and analyze the data and provide summary documentation to the academic program. Aggregated results of Assessment Plan and Results reviews will be reported to the Academic Senate in December and April.

Submitted to the Academic Senate, May 4, 2022
 Kathleen Kalata
 UAC Chair 2021-2022