Operating Procedures

University-Wide Assessment Committee

The University-wide Assessment Committee (UWAC) is advisory to the Vice Chancellor for Academic Support (VCAS), and is responsible for providing leadership to the University community in the development and implementation of assessment activities for ATSU as a whole. The primary assessment efforts of the committee focus on tracking key performance indicators, metrics based on the goals and objectives of the ATSU strategic plan, Core Professional Attributes embedded in the curricula of all ATSU programs, and academic and administrative program review outcomes, as well as institutional assessment standards of the Higher Learning Commission that impact the University. These efforts support ATSU's intent to strengthen its culture of data-driven decision-making and continuous improvement.

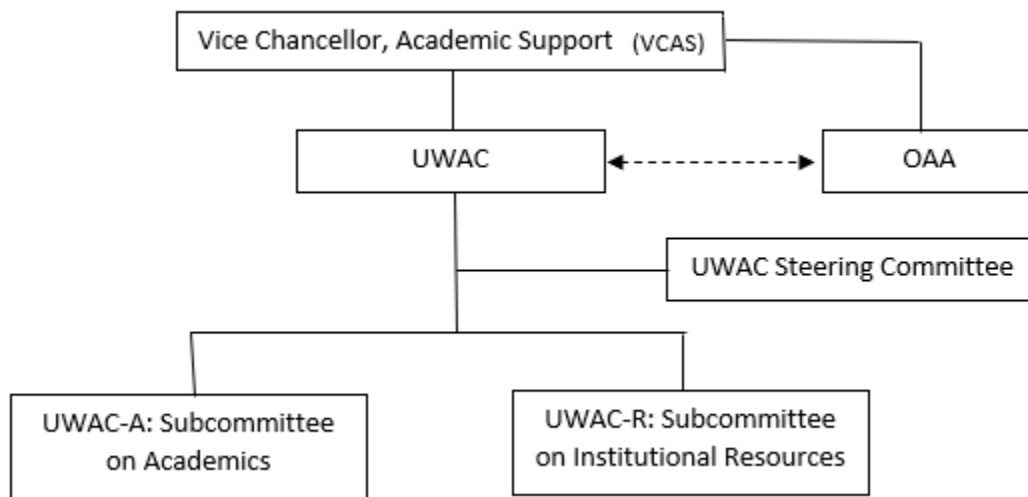UWAC's primary functions and responsibilities are:

1. **Policy Development**: develop and recommend appropriate policies regarding the acquisition and use of university-wide assessment data, including collaborating with Institutional Research in the development of common data definitions.

2. **Data Collection and Analysis Oversight**: Benchmark and track key performance indicators and metrics based on the goals and objectives of the ATSU strategic plan, institutional effectiveness and performance, student learning outcomes, and academic and administrative program reviews. Annually integrate various assessment reports in order to verify progress on strategic plan goals and make recommendations for improvement, using assessment data to promote accountability, transparency and continuous quality improvement.

3. **Accreditation Compliance and Support**: Work with the Office of Assessment and Accreditation (OAA) to ensure that the university complies with accreditation standards and prepares for accreditation reviews of academic programs. Ensure that the programs, schools, and colleges conduct assessment that is effective and meaningful. OAA facilitates the appropriate aggregation of educational outcomes data across the University and increased student learning through feedback loops.

4. **Continuous Quality Improvement**: Promote a culture of continuous improvement across the university. Use assessment and evaluation data to recommend priorities at the institutional level for continuous quality improvement and decision-making, identify best practices, encourage innovation, and support initiatives aimed at enhancing institutional quality and effectiveness. The focus of university-wide assessment is programmatic and institutional in nature and is not directed toward individual faculty, staff or students.

5. **Communication**: Engage and communicate with stakeholders, including faculty, staff, students, and external partners to both gather and disseminate information related to committee assessment activities.

6. **Subcommittee Structure and Oversight**:

    A) Oversee UWAC Subcommittee on Academics (UWAC-A) in their assigned responsibilities related to data collection and analysis of indicators and metrics of the academic functions of the university and programs. Review UWAC-A reports and make recommendations regarding significant program changes or resource allocations to the University leadership based on issues identified.

    B) Oversee UWAC Subcommittee on Institutional Resources (UWAC-R) in their assigned responsibilities related to data collection and analysis of indicators and metrics of the administrative functions of the university and programs. Review UWAC-R reports and make recommendations regarding significant program changes or resource allocations to the University leadership based on issues identified.

UWAC Structure & Membership

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│ Vice Chancellor, Academic Support (VCAS) │───────┐
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            │     UWAC      │ <------> │      OAA       │
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                    │        ┌──────────────────────────┐
                    ├────────│ UWAC Steering Committee   │
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┌─────────────────────┐   ┌──────────────────────────┐
│ UWAC-A: Subcommittee│   │ UWAC-R: Subcommittee      │
│   on Academics      │   │ on Institutional Resources│
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UWAC

> ➢ "Umbrella/oversight" recommending committee with decision makers in the membership.
> ➢ Membership of UWAC will be composed of individual representation by each appointed position from academic and resource support entities of the University.
> ➢ Receives recommendations from the subcommittees and makes resource-based recommendations for actions to address improvements to the Chancellor's Cabinet through the appropriate vice-chancellor, president or chief..
> ➢ Monitors assessment expectations of the HLC.
> ➢ The VCAS appoints the chair-elect of UWAC. Members are appointed according to their office.
> ➢ The Office of Accreditation and Assessment (OAA) is represented on UWAC.

Steering Committee

> ➢ Functions to coordinate and facilitate activities of the subcommittees consistent with UWAC objectives and sets UWAC agendas.

➢ Membership includes chair of UWAC, UWAC-A and UWAC-R, and one elected representative (4 members total).

UWAC Subcommittee on Academics (UWAC-A)

➢ Focused on all issues concerning development, delivery, outcomes, and assessment of the University curricula – reviews data, evaluates, and makes recommendations to UWAC.

➢ Responsible for conducting program reviews for accredited and non-accredited academic programs on a regular basis, and reviewing CPA, KPI, and course evaluation outcomes. Makes reports and recommendations to UWAC.

➢ Membership includes faculty, student, dean, and academic affairs representation from UWAC plus additional faculty members.

➢ Chair elected by subcommittee.

UWAC Subcommittee on Institutional Resources (UWAC-R)

➢ Focused on all supporting functions for the educational programs – reviews, evaluates, and makes recommendations to UWAC.

➢ Responsible for performing an annual environmental scan and making subsequent reports and recommendations to UWAC.

➢ Membership includes supporting unit membership representation from UWAC plus additional

➢ Responsible for reviewing appropriate KPI. key personnel, e.g., admissions and financial aid.

➢ Chair elected by subcommittee.

UWAC COMPOSITION

UWAC Membership Representatives	Subcommittee Assignment A = Academic R = Institutional Resources
1. UWAC Chairperson	A & R
2. Vice Chancellor Academic Support (non-voting)	A & R
3. Campus President	A
4. Chief Financial Officer	R
5. Chief Advancement Officer	R
6. Vice Chancellor Research and Grants	R
7. Vice Chancellor Student Affairs	R
8. Chief Information Officer	R
9. Deans Council Representative	A
10. Chief Diversity Officer	R
11. OAA Director	A & R

12. University Faculty Senate representative	A
13. University Staff Council representative	R
14. Student Government Association	A
15. At-large faculty representative (AZ, MO, CA, or online*)	A
16. At-large faculty representative (AZ, MO, CA, or online*)	A
17. At-large student representative (AZ, MO, CA, or online*)	A
18. Institutional Research representative	R
19. Immediate past Chair UWAC	A

At-large faculty and students are selected to assure that beyond the Senate or Student Assn. representatives from each group, all campuses are represented.

UWAC Subcommittee on Academics
UWAC Chairperson
Vice Chancellor Academic Support (non-voting)
OAA Assessment Specialist
Deans Council Representative
University Faculty Senate representative
University Student Association representative
OAA Director
At-large faculty representative (AZ, MO, CA or online*)
At-large student representative (AZ, MO, CA or online*)
Faculty representative for each college/school
Immediate past UWAC Chair

UWAC Subcommittee on Institutional Resources
UWAC Chairperson
Campus President
Chief Financial Officer
Chief Advancement Officer
Vice Chancellor Grants & Research
Vice Chancellor Student Affairs
Chief Information Officer
Chief Diversity Officer
OAA Director
Chief Marketing Officer
University Staff Council Representative
University Data Manager
OAA Assessment Specialist
Institutional Research Representative

Note: Ad hoc members can be added to either subcommittee as needed for specific expertise. VCAS appoints the UWAC Chair-Elect. University Faculty Senate and University Student Association appoint at-large members. Subcommittee Chairs are elected by subcommittee.

Meeting Schedule

The committees will meet as needed. Program reviews dictate whether a meeting is needed each month.

Terms of Service – by academic year
UWAC

Revised: September 4, 2019; August 2024

Chairs: 2 years, must be a non-elected UWAC member, possibility of being re-elected (maximum 3 consecutive terms)
Chair-Elect: 2 years, must be a non-elected UWAC member, Chair-Elect moves to Chair after 2 years
Secretary: Provided by administrational support staff

Subcommittees
Chairs: Elected by subcommittee for 2-year term, possibility of being re-elected (maximum 3 consecutive terms)

Elected Members (on UWAC because of election to Faculty Senate, USA or Staff Council)
1 year, renewable 1-year terms with 6 years maximum
(University Faculty Senate, Student-at-Large, Member-at-Large, University Staff Council, University Student Senate, Dean's Council)
Student and faculty at-large representatives will be selected from their respective bodies to serve on UWAC with the goal of all campuses being represented on the committee.

Revised: September 4, 2019; August 2024