

MEMORANDUM OF UNDERSTANDING

Date: April 23, 2026

To: Jessica Smith, Assistant Vice President for Academic Affairs
Office of Academic Affairs

From: University General Education Council

Re: Revision of Assessment Plans

In the UGEC meeting of 25 February 2026, the council discussed a matter that has arisen with the new General Education curriculum and the growth of ACU Online, specifically: ***What is the process by which faculty update assessment plans for existing courses?***

As discussed in the council meeting, it is normal that ***new*** courses will come through councils for review, and those reviews include assessment plans. However, for ***existing*** courses, there is no process for updating assessment plans, nor for approving assessment plans for ACU Online cross-listed courses that are equivalent to existing menu options.

We propose the following method of proceeding:

- The Office of Academic Affairs will conduct the first review of 1) assessment plan updates for existing courses and 2) assessment plans for ACU Online cross-listed courses that are equivalent to existing menu options.
- If the Office of Academic Affairs judges that assessment plans are largely similar to those of previous/existing courses in quality (level) and type of assessment, quantity/size of artifact(s), and expectations of students, then the Office's representative will present these reviews as ***information*** items to UGEC. Members will review the information items and raise questions as necessary.
- If the Office of Academic Affairs judges that assessment plans are ***not*** similar to those of previous/existing courses in one of these ways – for example, the quality (level) and type of assessment is significantly higher or lower, the quantity/size of artifact(s) is much larger or smaller, and expectations of students are much greater or smaller – then the Office's representative will present these reviews to UGEC as ***voting*** items. The normal processes will then take over: representatives of the relevant department will present the plans to UGEC for discussion, and members will review the plans and vote upon them.

UGEC acknowledges that the difference between “similar” and “not similar” is somewhat subjective, but we hereby express our trust in the Office of Academic Affairs that we are working toward the same goals of academic quality, student service, and integrity and transparency. Therefore, we trust the Office of Academic Affairs to bring any questionable or “borderline” cases to UGEC, and we accept the potential for a larger burden of work as the tradeoff for better shared governance and better service to our students.