



**Advisory Committee on Academic Assessment (ACAA)
Accreditation, Assessment and Learning
Office of the Provost
Kent State University**

**May 13, 2021 Meeting
*via Microsoft Teams***

MINUTES

Members in Attendance:

Susan Perry, Erica Eckert (co-chair), Shannon Helfinstine, Hollie Simpson, Marcia Kibler, Hend Baza, Jessie Carduner, Dale Eilrich, Elizabeth Graham (guest), Suat Gunhan, Mary Hricko, Karen MacDonald, Richmond Nettey, Judy Lightner-Noll (guest), David Putman, Sandra Randulic, Elizabeth Sinclair, Yvonne Smith, Linnea Stafford, Brittany Thomas, Therese Tillett, Fangning Wang (guest) and Deirdre Warren.

1. Welcome

Susan Perry welcomed all committee members and guests.

2. Approval of April minutes

The minutes from the ACAA April meeting were presented and reviewed. After incorporating an update to the meeting attendees made by Richmond Nettey, the committee accepted the minutes as written.

3. Announcements

Susan Perry thanked the committee members for their dedication and hard work in spite of the year's expanded challenges. Over the year, committee members engaged in:

- Reviewing the National Survey of Student Engagement (NSSE) data and recommending data sharing/communication strategies
- Discussing Great Colleges to Work For survey results
- Reviewing student post-graduation data and making recommendations for the employment after graduation website
- Piloting the ACAA program assessment rubric
- Developing initial recommendations for program assessment based on a review of sample assessment reports

4. Annual assessment report rubric – revision

Shannon Helfinstine and Erica Eckert completed revisions to the assessment report rubric based on the committee feedback and shared an updated version. Using a sample assessment report, they walked the committee members through each of the rubric updates.

The updates included:

- The addition of a scoring area at the end of each section which provides a quick overview
- The mission statement assessment criteria were condensed into one line that asks how well the mission statement articulates the aims, intentions and functions of the unit
 - A discussion was sparked that questioned whether the mission statement should be developed at the program or at the college level and whether mission statements were required by HLC. Also, concerns were expressed that some programs would not have developed a mission statement. The discussion concluded with clarification on how the rubric is intended to be used as a tool to support assessment reporting in Taskstream and how HLC examines mission statements. Mary Hricko shared two pertinent questions that HLC peer reviewers would consider when conducting a site visit. 1) How does your department support the academic mission? 2) How does your unit contribute to the college/institution mission? While mission statements are not an HLC requirement, they are a beneficial way to show program-level alignment with learning outcomes and the institutional mission.
- More explicit instructions were added for the review of the Student Learning Outcomes (SLOs) as well as adding individual sections to facilitate reviewer comments for each SLO, rather than all SLOs collectively.

Shannon will update the document and send it out for final review to committee members. As the annual September 30th program Taskstream assessment deadline approaches, Shannon asked that ACAA members remain assessment advocates and encourage programs to complete reports. Taskstream and general program assessment training sessions will resume in late summer and extend into the fall semester. Shannon would welcome larger training workshops that include multiple college programs, departments or entire schools.

5. Assessment award discussion

Susan Perry shared the assessment award document that was created in 2019-20 but then, placed on hold due to the pandemic. The committee reviewed the document and gave the following suggestions:

- Consider inviting faculty members to be a part of the team reviewing the requests for awards
- Include a review section where a summary of a program's recent assessment report and any ACAA review comments can be added
 - Committee members discussed the eligibility of new programs with no assessment plan history being considered for these awards. The consensus of the committee members was that they would like to see the types of applications submitted for the first iteration of awards, and then evaluate and adjust the guidelines as needed.

- Application language needs to set clear expectations for the assessment of student learning and should encourage programs to innovate in their assessment practices and better understand how to improve student learning based on findings.
- Inter-disciplinary program assessment could be encouraged as well. Mary Hricko suggested ACAA review the proposals and look for program pairs that could receive the same funding and build a joint proposal for the specific funding request.
- Update the language on page 3 to include how this project is connected to larger institutional goals for student learning and development.

6. ACAA composition and future focus

Susan Perry shared the official Faculty Senate website document describing the current structure and charge of ACAA, indicating that based on the committee's current work and discussions over the past year, the document may need updates such as:

- Updating the committee purpose, charge, and expectations of the members
 - Incorporating language to include review of program assessment reports and recommendations to the university based on that review as part of the committee's work
 - Including language referring to the big questions about student learning that we want to answer with assessment and how we are telling our story
- Reviewing committee structure – and considering how to include members who have assessment in their roles at the university in a more formal way while maintaining faculty representation

Discussion from committee members focused on membership and how to identify and encourage potential member candidates. Also, current committee members and AAL staff were encouraged to attend college curriculum meetings and to present at the Educational Policies Council (EPC) during the 2021-2022 academic year as a way to increase awareness of the committee, data resources and student learning assessment in general.

Susan Perry and Shannon Helfinstine will create a working draft of the committee structure to discuss with members in the next academic year.

The meeting was adjourned.

Next meeting: Fall 2021 TBA