



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

**September 16, 2021 Meeting
*via Microsoft Teams***

MINUTES

Members in Attendance:

Susan Perry, Erica Eckert (co-chair), Tom Brewer, Jessie Carduner, Dale Eilrich, Elizabeth Graham, Suat Gunhan, Shannon Helfinstine, Mary Hricko, Marcia Kibler, Austin Kwak, Karen McDonald, Jennifer Marcinkiewicz, David Putman, Sandra Randulic, Sean Ratican, Valerie Samuel, Elizabeth Sinclair, Linnea Stafford, Brittany Thomas, Therese Tillett, and Robin Vande Zande.

Guests:

Janara Baitugolova, Versie Johnson-Mallard

1. Welcome and introductions

Susan Perry welcomed all and thanked Erica Eckert for continuing as co-chair

a. New members and guests

Susan Perry welcomed new members and guests asking them to introduce themselves to the committee.

- Janara Baitugolova (guest), Fulbright Scholar, Institution of Retraining Teachers, Kyrgyz State University in Kyrgyzstan
- Tom Brewer, Associate Professor, College of Public Health
- Beth Graham, Professor, School of Communication Studies
- Austin Kwak, Associate Professor, Management and Information Systems
- Versie Johnson-Mallard (guest), Dean, College of Nursing
- Robin Vande Zande, Professor, Art & Design Education

2. Approval of May minutes

The minutes from the ACAA May meeting were presented, reviewed and approved.

3. ACAA composition and future focus

Susan Perry shared the ACAA composition and future focus. The committee charge has not been updated since May 2010 and contains outdated references.

a. Current charge and composition

Shannon Helfinstine shared the current charge and composition of the ACAA which is considered vague and refers to the Office of Academic Assessment that no longer exists.

The current language focuses on the office of Accreditation, Assessment and Learning (AAL), rather than the guidance of assessment of student learning for continuous improvement across the university. Shannon also shared last year's request from new committee members asking for clarification of their role, tasks and committee membership responsibilities. A goal moving forward is to provide timely information concerning committee responsibilities to new members.

b. Models at other institutions

Shannon Helfinstine shared charge examples of other comparable committees from like institutions. Many charges listed specific tasks and responsibilities that support assessment across the university, which could also clarify new members' responsibilities. Discussion ensued about the models including what level of specificity would be best for the ACAA charge, along with discussion of incorporating some of the language observed in the various committee descriptions.

- Erika Eckert asked how this committee co-exists with other university committees. Discussion ensued concerning the ACAA membership overlap with the Accreditation and Accountability Committee. Susan also shared that the University Requirements Curriculum Committee (URCC) is involved with General Education/Kent Core assessment since it oversees university-wide curricular requirements.
- For ACAA/AAL brand-awareness, Jenny Marcinkiewicz suggested campaigns like "What have you done for us lately?", showing faculty/administrators tangible outcomes of assessment, i.e., linking what assessment reveals and what actions happened as a result. Other suggestions included inviting AAL to college retreats or FAC meetings, not only for discussions about assessment but accreditation as well.

c. Next steps

Susan Perry asked the committee if they felt an update to the charge was needed and they agreed a revision would be appropriate. Shannon Helfinstine will take these suggestions and draft a revised charge to present at the next meeting. For those who need more time to offer suggestions, Shannon will accept emails after the meeting. Committee membership will also be reviewed in future meetings to consider new college assessment administrative roles but maintain faculty presence.

4. Annual assessment report rubric review, aka "Meta-Assessment"

Shannon Helfinstine provided background about Taskstream and the assessment reports that are requested from all academic programs. She shared a rubric revision recap from the spring meetings.

a. Break-out groups

Members were split into five virtual breakout rooms and asked to review the same sample Taskstream program assessment and rubric, focusing on familiarization to use the rubric moving forward with more reports.

b. Reconvene and discussion

Due to time constraints, Susan suggested the program-level assessment report review discussion continue into next month's meeting, going over the logistics for long-term implementation. Also mentioned were privacy rules for the reports and samples reviewed and the possibility of viewing identifiers that need to be redacted. Erica offered that her graduate students could possibly help with the review of reports for the

committee and that she had a non-disclosure agreement she uses with students that she could share.

5. Updates/Announcements

a. Annual assessment report (2020-21) reminder for all programs – September 30

Shannon Helfinstine reminded committee members about the upcoming Taskstream deadline of September 30 and to share this information with their designated units.

b. 2021 Great Colleges Topline results

Susan Perry shared that this committee has reviewed results every year for Great Colleges to Work For survey. The summary reports are in the Teams folder for review. Kent State will be recognized in seven categories and has been designated as an Honor Roll Institution for the first time.

c. 2020 NSSE recap

No discussion due to lack of time – recap in October.

d. Trainings

No discussion due to lack of time – recap in October.

6. Next meeting: October 21, 2:00-3:30pm, via Teams

Meeting adjourned