



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

May 12, 2022

***Meeting Off-campus ***

MINUTES

ACAA Members in Attendance:

Susan Perry* (chair), Erica Eckert (co-chair), Olufemi Akinifesi, Suat Gunhan, Shannon Helfinstine*, Jessica Marzullo*, Valerie Samuel*, Hollie Simpson*, Linnea Stafford* and Robin Vande Zande.

University Accreditation and Accountability Committee (UAAC) Guests: Lori Burchard and Nicole Decaprio (*also UAAC committee members)

I. Welcome and introductions

Susan Perry welcomed all members.

II. Approval of minutes

The minutes from the ACAA April meeting were tabled until the next meeting due to lack of quorum.

III. AY 2021-2022 Accomplishments

The following accomplishments from both committees were reviewed.

ACAA Accomplishments

- a. **Charge and membership recommendations** - fall, reviewed with members current and peer/aspirant institution charge and structure examples; developed a draft to be shared with Faculty Senate Exec and the Provost for review and approval
- b. **Program meta-assessment rubric implemented** - after developing a review rubric previously, current committee members and assessment and accreditation graduate students were trained and reviewed over 65 2020-21 program assessment reports; a feedback summary is being distributed to data reporters, directors and deans
- c. **ACAA Primer** – a document developed to describe committee member roles, and expectations, as well as to address commonly asked assessment questions. This document serves as a refresher to existing members and is also intended to help onboard new members.
- d. **Assessment Award application** - resurrected and updated a previous AAL/provost's office award to monetarily supplement program assessment initiatives in the upcoming

- year; a proposed application timeline was developed to coincide with ACAA's feedback on assessment reports
- e. **Survey results and discussion** - fall, presented 2021 Great Colleges to Work For Topline reports for review; discussed spring COACHE 2022 participation

UAAC Accomplishments

a. Quality Initiative Subcommittee

- **QI proposal** – is very close to completion. Members have contributed ideas and writing to the various proposal questions and editing is underway to synthesize the proposal into one voice.
- **QI proposal final review and submission** – All UAAC members will be asked to review the QI at the next meeting on May 19, 2022. After this review, the proposal will be shared with the Provost and President for signatures and submitted by June 1, 2022.

b. Evidence Subcommittee

- **Review of HLC feedback** – members analyzed the peer reviewer feedback from the 2019 Assurance Review to identify gaps in evidence
- **Meeting with peer reviewers** – members met with Kent State faculty that are also HLC peer reviewers to gain a better understanding of the types of evidence reviewers focus on. Also, peer reviewers were asked to give examples of quality evidence needed to inform the Assurance Argument
- **Evidence Infrastructure** – Preliminary testing of a sustainable evidence storage infrastructure has been completed. Next steps include review by subcommittee members.

c. Communication and Education Subcommittee

- **Committee handbook** – members worked to draft a handbook that outlines the different aspects of the committee, the role and responsibilities of the members, while also providing a general introduction to accreditation
- **Website** – members have completed an initial review of accreditation websites from like institutions. Next steps will include creating an outline of page content and design.
- **Community outreach** – members have begun to outline activities and a timeline for reaffirmation of accreditation activities

IV. ACAA Co-Chair election results

Erica Eckert was the sole named nomination for committee co-chair and accepted the nomination for 2022-23.

V. Fall meeting ideas

Committee members were given sheets of paper and asked to give suggestions for meeting topics and activities of interest. The papers were collected.

VI. Upcoming meetings

ACAA 2022-23 calendar invitations will be sent in August.

Meeting adjourned