

Advisory Committee on Academic Assessment

Minutes

January 21, 2014

1. Introduction of Members Present:

Katlyn Carter, Joe Clark, Fashaad Crawford, Cesquinn Curtis, Robin Eastman, Erica Eckert, Deborah Huntsman, Gretchen Julian, Cathy Mahrle, Mary Parr, Donald Palmer, Lynette Phillips, Cherrie Reger, Valerie Samuel, Kathy Spicer, Mary Ann Stephens, Patricia Vermeersch, Lindsey Westermann Ayers

- Next, the committee had a brief presentation by Kristin Yeager, Manager of [Statistical and Qualitative Software Instruction and Consulting Services \(SQSICS\)](#), housed in room 812 of the Kent campus library. SQSICS provides free statistical and qualitative software (SAS, SPSS, JMP, NVivo, Qualtrics, and R) consultation to all Kent State University faculty, staff, and students. Appointments for consultation can be made online through the SQSICS website, or by email (statconsulting@kent.edu).

2. Approval of November 19, 2013 Meeting Minutes: Minutes approved as circulated

3. Updates

- Office of Accreditation, Assessment, and Learning (AAL) Updates:
 - Assessment Grants - ACAA offered eighteen grants last year to support assessment-related activities within the University. In response to committee member Valerie Samuel's suggestion at a previous ACAA meeting (October 15, 2013), and general committee support for the suggestion, it was announced that the ACAA grant recipients have been invited to attend our April 15, 2014 meeting and present their findings to the committee. These grants may be offered again during the 2014-2015 academic year.
 - Other AAL Updates - Fashaad Crawford provided an update on the submission of the University's Systems Portfolio. The portfolio, which was submitted to the Higher Learning Commission (HLC) in early November as part of the AQIP reaffirmation of accreditation process, is currently available on the [Systems Portfolio](#) page of the AAL website. Members of the AAL office, in conjunction with various groups on campus, are currently in the process of completing an additional required document - which will also be submitted to HLC as part of the reaffirmation of accreditation process - to demonstrate the University's compliance with federal regulations.
- Unit/Other Updates – Valerie Samuel announced that Kent State University will host the Spring 2014 Ohio Association for Institutional Research Meeting/Conference. The

conference will be held on March 21, 2014 from approximately 8:30am-3:30pm in the [Kent State University Hotel and Conference Center](#). All are welcome to submit proposals until February 21, 2014.

- ACAA Subcommittee Updates
 - Assessment – Lindsey Westermann Ayers provided an update on behalf of the Assessment subcommittee. After the December subcommittee meeting, Lindsey joined Kimberly Peer as co-chair of the subcommittee. In preparation for the December meeting, all members examined one assessment administered by AAL – two members per assessment - to determine what items related to an intended outcome in the University's strategic plan. The group discussed their findings at the meeting (e.g., most assessments contain items that relate to knowledge and/or engagement outcomes), as well as the overall utility of the CLA+ assessment. Dean Mary Ann Stephens also provided an overview of all graduate student assessments that are administered through the Division of Graduate Studies. In addition to updating the [assessment instruments and recent results](#) on the AAL website, assessment results will further be communicated and distributed through an Annual Assessment Report. This report will be one of the primary charges for the Assessment subcommittee.
 - Data Management (formerly Kent Core) - Lynette Phillips provided an update on behalf of the Data Management subcommittee. Members of the subcommittee agreed to provide support as needed to the University Requirements Curriculum Committee (URCC), who is facilitating the Kent Core assessment. The group decided to redirect their efforts toward helping to identify an alternate data management system for academic assessment. The subcommittee is planning to host faculty focus groups and follow-up surveys with the university community to gain feedback and insight to inform the selection of a data management system.
 - Closing the Loop - Kathy Spicer provided an update on behalf of the Closing the Loop subcommittee. The subcommittee has been visiting a number of groups across campus as part of their continued effort to learn more about how best to create a culture of assessment and affect positive change utilizing assessments and findings. During these visits, the subcommittee has solicited feedback by posing several questions, including asking for examples of assessment “best practices,” how units use assessment data to affect positive change, how assessment data is shared and distributed, and what would help units with their assessments. Recently, the subcommittee met with Kristin Yeager of QSICS to receive preliminary NVIVO training to determine whether the software will be useful for managing and analyzing the data that they collect during their visits.

4. New Business – No new business at this time.

5. Old Business

- Operating Procedures - Tabled for next ACAA meeting on February 18, 2014.
- Incentive for Faculty Involvement in Assessment (Student Learning Outcomes) – Associate Provost Dr. Melody Tankersley accepted the ACAA's invitation to speak with the committee about faculty, assessment practices, and fostering a culture of engagement. Dr. Tankersley also brought copies and provided an overview of the Academic Affairs Strategic Plan for the committee.

6. Next meeting: February 18, 2014, 11am-12pm, in room 222 of the Library