



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

**November 8, 2018 Meeting  
Library Room 352 – Glass Conference Room**

**MINUTES**

**Members in Attendance:**

Susan Perry (co-chair), Pat Vermeersch (co-chair), Sarah Wu, Hollie Simpson, Marcia Kibler, Erin Ahrens, Ivan Bernal, Jessie Carduner, Erica Eckert, Chris Hudak (via phone), Brian Huot, John Jewell, Jenny Marcinkiewicz, Joan Meggitt, David Putman (via phone), Swathi Ravichandran, Athena Salaba, Valerie Samuel, Bethany Simunich, Therese Tillett, and Jennifer Walton-Fisette.

**I. Welcome and Introductions**

**New members** - Susan Perry welcomed and introduced new members Jennifer Walton-Fisette from the College of Education, Health and Human Services and Ivan Bernal from the College of Architecture and Environmental Design.

**II. Approval of October minutes**

The minutes from the October meeting were reviewed and will be accepted after a correction is made to the title of the Graduated Student Survey.

**III. Watermark**

Susan Perry updated the committee about the Taskstream/Watermark assessment data collection process for users on the AMS (Accountability Management System) side of the software and how this system is vital to the assessment needs of the university.

Erica Eckert and Courtney Marsden presented at the Watermark Engage 2018 Conference in Austin TX in June 2018. Susan invited them to share a condensed version of the presentation pertaining to the student-facing LAT (Learning Achievement Tools).

**Preparing programs to centralize assessment tracking (Watermark Engage 2018)**

Erica Eckert and Courtney Marsden presented a selection of their LAT slides first offered at the Watermark 2018 conference. The slides covered the process used to

organize key artifacts within a course, how students submit assignments, how they are evaluated as artifacts, and the information that faculty can obtain by running reports.

### **Recognizing participation**

Sarah Wu shared about an upcoming reception, which will be hosted by the Office of Accreditation, Assessment and Learning on the first week of December. This reception is to recognize faculty and staff who have demonstrated exceptional effort on assessment work. Due to the successful assessment reporting this year, Susan Perry suggested that the committee think about how assessment reporting in Taskstream by Watermark can be shared with faculty and how to utilize the data in the future.

## **IV. Announcements/Updates**

### **Assurance Argument**

#### **Draft document**

Susan Perry shared that she and Hollie Simpson have been working with the criterion teams assigned through Higher Learning Commission Accreditation and Accountability Committee (HLC-AAC) to gather data and combine all the separate criterion documents into one complete document. She related the news that the mandated Monitoring Report does not entail writing a separate report but can be a section embedded under the appropriate criterion within the Assurance Argument. Since it relates to assessment of student learning, Susan would like to share the Criterion 4b document with this committee to receive feedback, evidence and information from members that would be relevant to include in the Assurance Argument.

#### **Faculty interview project**

##### **Criterion 4**

Sarah Wu provided a handout with assessment interview questions adopted from a similar survey tool created by the president-elect of the Association for the Assessment of Learning in Higher Education (AALHE), Jane Marie Souza. The idea of the interview is to engage with faculty who may not be aware they are already doing great assessment work, do not feel they have time to report their assessment work or do not want to be involved in anything assessment related.

This 10-minute interview process could help collect best practices of assessment from different areas. Several suggestions to clarify and strengthen the interview questions and process were offered by committee members. Susan Perry and Sarah Wu will refine the interview questions and processes based on suggestions. The results of this interview project will be shared with the Kent State community.

### **Kent Core**

#### **Progress update**

Susan Perry provided a handout entitled (University Requirements Curriculum Committee) URCC's Progress to Date (11/02/18) in the Assessment of the Kent Core authored by Alison Smith. This detailed progress update included the timeline of data gathering, data analysis and next steps. A survey about core will be sent to faculty in the near future.

**LEAP outcomes**

Susan Perry provided a handout entitled The Essential Learning Outcomes, which outlined recommended LEAP learning outcomes. This document gave a breakdown of outcomes by categories including Knowledge of Human Cultures and the Physical and Natural World, Intellectual and Practical Skills, Personal and Social Responsibility and Integrative and Applied Learning. This document shares good examples of core outcomes that our institution may want to consider when moving forward with the assessment of the Kent Core. Paul Gaston and others at the state level been talking about general education in Ohio and he has written a white paper that will be shared at the December meeting concerning this issue.

- V. Next meeting: Joint meeting with HLC-AAC – December 12, 10-11:00am, KSC 310AB**

**Meeting adjourned**