



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

**December 12, 2018 – Joint Meeting  
Student Center –Room 310AB**

**MINUTES**

**Members in Attendance:**

Susan Perry (co-chair), Pat Vermeersch (co-chair), Sarah Wu, Hollie Simpson, Marcia Kibler, Erin Ahrens, Gina Campana, Joe Clark, Cesquinn Curtis, Nicole Decaprio, Erica Eckert, Larry Froehlich, Mary Ann Haley, Geraldine Nelson Hayes, Elizabeth Henry, John Jewell, Heather Link, Jennifer McDonough, Jennifer Miller, Richmond Netley, David Putman (via WebEx), Timeka Rashid, Athena Salaba, Jennifer Walton-Fisette and Carla Wyckoff.

**I. Welcome and Introductions**

**II. Approval of November minutes**

The minutes from the ACAA November meeting were presented and accepted as written.

**III. Assessment update**

**Assessment Pioneers and highlights**

Sarah Wu shared an overview of the Assessment Pioneer Reception held on Tuesday, December 4 along with a handout of the presentation giving an overview of the great work from each recipient. The Assessment Pioneer Award recognizes staff and faculty for their outstanding assessment work from the Kent and Regional Campuses. Each recipient was given a certificate of recognition and small gift for their diligence in submitting assessment data. Senior Associate Provost Dr. Melody Tankersley delivered a welcome speech and encouraged awardees to continue to succeed in their assessment work.

**Assessment Perspective Interview Project**

Learning how our faculty measure learning outcomes for their students has critical value. Sarah Wu has been reaching out to faculty members who have received the Outstanding Teaching Award or the Distinguished Teaching Award in past years to schedule an interview to learn more about their perspectives. An IRB proposal is in the

process of being drafted for submission and Sarah would like to invite and connect with faculty who are interested in participating in this research project.

#### **AEA conference**

Sarah Wu attended the American Evaluation Association (AEA) Conference held in Cleveland from October 30-November 2, 2018. At the community of practice workshop, Sarah Wu presented the activities of the Kent State Assessment Support Group in order to help other participants apply community of practice in enhancing engagement in their professional fields. She also learned strategies, frameworks and approaches which will help the Kent State Assessment Support Group be successful. Another workshop provided information about program review evaluation approaches to help create a more collaborative approach in completing a self-study. This may be something that we can think about in the future when requesting self-study documents.

#### **IV. Website updates**

Hollie Simpson reviewed updates made to the Accreditation, Assessment and Learning (AAL) website. In addition to being structured in a way that is now more user-friendly, in the near future the site will be more interactive and contain valuable resources and documents for the university community. The site will answer common questions and outline requirements for documents that are often requested. More updates and information will be shared during the ACAA and HLC-AAC committee meetings this spring. AAL will be asking for new ideas and feedback from members as to what they would like to see on the site. The committee members were encouraged to take time to check out the improved website and get the word out about the information available through the site. Some of the main updates included: Information on specialized or programmatic accreditation, Academic Program Review requirement pages, upcoming assessment training pages using Taskstream, an upcoming assessment recognition page for faculty and staff, and an upcoming dashboard that will have assessment data available.

Susan Perry asked John Jewell from University College to talk about progress on a university-wide dashboard based on data collected for the First Destination Survey and the Graduated Student Survey in Handshake. Specific questions included how the data will be disseminated to chairs, directors, ALG, ACAA, HLC-AAC committee members and shared with the public. The University Communication and Marketing (UCM) web team will be working to have a website visualization based on data from the 2018 graduating group.

#### **V. Taskstream (Watermark) updates**

Sarah Wu provided information concerning the ongoing Taskstream training and assessment status updates by college. Valerie Samuel is working with University College staff to develop assessment plans that are linked to the updated strategic plan.

#### **VI. Preview - Spring Semester 2019 Accreditation**

##### **▪ Writing/editing Assurance Argument**

The AAL team has continued to work on the Assurance Argument using information from the work done by the HLC-AAC. Soon a link will be provided that will allow the entire document to be viewed. The ACAA members' focus will

be on Criterion 4 and a larger group including HLC-AAC members will be reviewing the entire document.

- **Communication and gathering feedback**

This is an ongoing process that will continue throughout the spring semester.

- **HLC Assurance System**

Susan Perry and Hollie Simpson will begin to upload the data gathered into HLC Assurance System..

- **HLC conference**

Susan Perry advised that the Higher Learning Commission (HLC) conference is scheduled for the first week of April. Susan and Hollie will participate in the Assurance Argument clinic, which allows HLC Peer Reviewers to look at the document before the final deadline and provide feedback. Therefore, the document will need to be uploaded into the HLC Assurance System before the departure for the conference to be able to share and receive feedback.

- **Faculty qualifications**

Susan Perry shared an update about the Professional Standards Committee of the Faculty Senate, which is currently looking at the existing policy regarding faculty qualifications and working on proposed policy language to align with external expectations. Susan and Hollie provided the committee with documentation from the State of Ohio and HLC requirements concerning faculty qualifications and standards.

## **Assessment**

- **Faculty recognition and support**

Susan Perry provided a handout regarding workshops and other professional development options concerning the assessment of graduate programs. Sarah Wu will explain the survey data results.

- **Assessment report feedback/rubric**

Sarah Wu provided survey results from Graduate Program Assessment Challenges Survey on October 26, 2018. The response rate was 45%. This report indicated three types of challenges from graduate program coordinators. Action plans and suggestions for each challenge were addressed.

- **Additional evidence for Criterion 4 and use of data**

Susan Perry has been gathering additional evidence from HLC-AAC members and URCC for the Criterion 4 section of the Assurance Argument.

## **VII. Announcements/Updates**

Erika Eckert shared that students in her assessment course can help with program/service area assessment. They would be available to assist in areas such as student affairs, business and finance. She encourages anyone interested to reach out to her via email before MLK day (Monday, January 21, 2019) to assign student group projects for this course.

## **VIII. Upcoming meetings – calendar invitations will be going out to each group**

**Meeting adjourned**