



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

**April 4, 2019 Meeting  
Library – Provost Conference Room 222**

**MINUTES**

**Members in Attendance:**

Susan Perry (co-chair), Hollie Simpson, Sarah Wu, Marcia Kibler, Ivan Bernal, Erica Eckert, Mary Ann Haley, John Jewell, Athena Salaba, Valerie Samuel, and Bethany Simunich.

**I. Welcome and introductions**

Susan Perry welcomed committee members to the last meeting of the academic year. She shared that due to a scheduling conflict Pat Vermeersch (Co-chair) would not be able to attend. As reminders of the committee's accomplishments, Susan listed the completed review and updates to Criterion 4 for the Assurance Argument, the core assessment discussion, and the increase of Taskstream assessment report submissions from previous years. These accomplishments indicate that the university is moving forward in a good direction.

**II. Approval of March minutes**

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

**III. Announcements/Updates**

- Susan Perry met with a representative from the Ohio Board of Nursing as part of their site visit and their feedback and recommendations will be received within the next couple of months.
- Erica Eckert reported that she was able to negotiate moving the Exercise Science Program accreditation visit to 2021 versus the 2019-2020 academic year.

**a. Great Colleges**

Susan Perry updated the members concerning the Great Colleges (ModernThink) survey sent out to 600 randomly sampled employees on March 11. The current response rate is 28% with last year's response rate being at about 26%. The national response rate for this survey was about 35%. Susan has requested a last-day message to be sent out by Todd Diacon Executive Vice President and Provost to encourage the selected employees to complete the survey by the deadline of Friday, April 5. ModernThink, Inc. will also be

sending a reminder, which should result in an even higher response rate this year.

**b. Edits to 4B**

Susan Perry shared that she and Hollie Simpson have prepared sub-component 4B for the Assurance Clinic taking place at the annual HLC conference. An HLC peer reviewer will be analyzing this document prior to the conference and sharing feedback at the conference. If committee members would like to review the document, it is now on the Google Doc site. Criterion 4B pertains to student learning assessment, and currently, the evidence referenced generally relates more to undergraduate students versus graduate students. Athena Salaba shared concerns about tracking graduate student progress and the need for monitoring students. Currently in her area, there is a Graduate Student Progress Review Form completed each semester for any student who may be struggling. Athena will share this form with Susan to show how this monitoring method provides support to graduate level students.

**IV. Assurance Argument 4C**

This section of the Assurance Argument pertains to retention, completion and persistence. The committee members reviewed a draft of sub-component 4C and provided feedback and suggestions of evidence to incorporate into the document. For the summary portion of Criterion 4, Hollie suggested we include the embedded monitoring piece required by the Higher Learning Commission (HLC). Susan will update Criterion 4 to include narrative and links for the committee to review through Google Docs.

**V. Looking forward: AY 2019–2020 plans**

- Susan Perry shared that the Assessment Mini Grants has received overall approval from this committee. The Office of Accreditation, Assessment and Learning will be working to develop the application process and plan to advertise during the fall semester. All submissions will be reviewed by this committee. Cesquinn Curtis will be working on these types of grants for Student Affairs.
- The committee discussed reviewing program assessment plans using the rubrics developed by the sub-committees. A pilot of this process would start with a few random programs being selected for review and the committee would welcome volunteer programs that desire feedback for improvement.
- Susan Perry advised that the Core discussion will continue. She has received the report from the University Research Council Committee (URCC) to use as Assurance Argument evidence. The revision of the Core is in an early stage, but this committee will remain engaged with discussion of core assessment, giving advice and recommendations to the URCC as needed.
- The Graduated Student Survey (GSS) in Handshake is now available for programs to add questions within the survey. This availability could potentially become problematic if there is no limit to the input of questions. Susan suggested that the ACAA could oversee the submission of questions and review them before uploaded into the survey since this group has owned the survey and made decisions about data to be included in the past.

- Sarah Wu shared that Taskstream training will continue through the summer for faculty and staff.
- Valerie Samuel reported that non-academic units have been working to input more data into Taskstream and that will continue through the summer.
- John Jewell shared that University College has been working on a two-year process hosting departmental meetings with staff to finalize a strategic plan and goals. All eleven departments are participating to align goals with the college/university current strategic plan along with a three-year programmatic and a staff development related strategy.

**VI. Next meeting: TBD**

The Office of Accreditation, Assessment and Learning (AAL) will be scheduling the meetings for the next academic year. The spring semester meeting times seem to be a challenge with conflicts for many committee members, therefore, we will be looking to see if there is a better day of the week or time of day that will work for the majority of the committee members.

**Meeting adjourned**