



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

**March 5, 2020 Meeting
Library – SLIS 320 Conference Room**

MINUTES

Members in Attendance:

Susan Perry, Hollie Simpson, Marcia Kibler, Ching-I Chen, Larry Froehlich, Hend Baza, Mary Hricko, Chris Hudak, Judy Lightner (representative for Jennifer Marcinkiewicz), Jennifer Miller, Elizabeth Sinclair, and Linnea Stafford.

I. Welcome and introductions

II. Approval of December minutes

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

III. Announcements/Updates

a. Associate director position

Susan Perry announced that a verbal offer has been extended to Dr. Shannon Helfinstine for the position of the Associate Director of Assessment with a start date of March 31, 2020. She will be coming to us from Aultman College where she has been the Institutional Research & Assessment Coordinator. She is also a KSU alumna.

As part of leading assessment efforts, Shannon will oversee the Taskstream system and will be able to assist faculty and staff through workshops and training on the system – activities which had been temporarily on hold while the position was vacant. Susan shared that Taskstream participation had increased for the 2018-19 academic year and with training and assistance being offered going forward, the goal is to continue this upward trend in participation.

b. Great Colleges To Work For

This annually administered workplace climate survey is sent out to a random sample of 600 Kent campus faculty, staff, and administrators. The survey opened on March 9 and will close on April 3. An announcement for participation was sent out to campus in the Faculty/Staff News Now newsletter from Human Resources on Monday, March 2. Future communication will include Flashline

alerts and emails. Topline high-level summary reports from the survey, as well as more detailed reports on items and themes of interest, have been shared and discussed with ACAA in previous years. Due to the small sample size, results from this survey are triangulated with other sources of climate data to inform decision-making. In addition to the survey, an Institutional Questionnaire (IQ) will be completed which gathers institutional information ranging from policies, benefits, and strategic planning to diversity initiatives and professional development.

c. National Survey of Student Engagement (NSSE)

The NSSE is administered every three years to first-year and senior students that are enrolled in a four-year undergraduate degree program. This survey is currently underway on all Kent State campuses until May 15, 2020. The Kent and Stark campuses have administered this survey in the past, but this is the first time all regional campuses have participated.

Digital signage is being submitted to the Center for Undergraduate Excellence (CUE), the Student Recreation Center, the Student Center, Tri Towers, and Eastway Center to advertise the survey. Susan asked the committee members to suggest other areas where digital or paper signage could be posted to invite students to participate. It was suggested that the building curators be contacted as they know their individual buildings and who would need to be contacted to have signage posted. A landing page for NSSE information can be found at www.kent.edu/nsse. Response rates at the Kent campus are currently at 22% with regional campus response rates ranging between 20-30% across campuses.

Other ongoing surveys were briefly discussed. The Library is completing their self-study and Kay Downey may be spearheading a survey that will be sent out to campus.

IV. Graduated Student Survey/FDS

In the past the Graduated Student Survey (GSS) and the First Destination Survey (FDS) have been administered separately by the offices of Accreditation, Assessment and Learning and Career Exploration and Development, respectively. In recent years, these surveys have been combined and delivered through the Handshake platform. The current version of the survey includes satisfaction questions from the GSS plus FDS items about job placement, salary, continuing education, and other post-graduate career pursuits. In contrast to previous administrations of the GSS to bachelor's degree students, the combined survey also includes graduate students, associate degree students, and certificate students.

Last semester in the November 7, 2019 meeting, the recommendation from ACAA was to begin setting up graduate outcomes meetings with individual colleges. The intended focus of the meetings would be to discuss where data on graduates collected via the GSS/FDS survey align with data collected via other means by the Colleges on their graduates and to determine the source of discrepancies if/when they occur. The ultimate goal of these efforts would be to provide the most comprehensive and representative picture of graduate outcomes possible.

a) Data meetings

The College of Aeronautics and Engineering requested a meeting to examine the employment outcomes data prior to the aforementioned individual college outcomes data meetings being scheduled. As a result, work with this group can provide a model for working with the other colleges as those meetings move forward in the future. The data group consists of representatives from Accreditation, Assessment and Learning, Career Exploration and Development, Institutional Research, University College, University Communications and Marketing, Advancement/Alumni and the colleges, and is focused on sharing information and combining efforts to provide a comprehensive picture of graduate outcomes one year out, five years out, and beyond. There will be a smaller data meeting on March 26 regarding current databases and then the larger group will reconvene.

Liz Sinclair shared concerns about data for the College of Business and requested that they be considered for the next scheduled college data meeting. The College of Business response rate for the GSS/FDS as well as the timeframe in which data are collected are both topics they would like to discuss.

Jennifer Miller shared that the College of Public Health has an upcoming 10th anniversary and as a result there have been additional conversations about the importance of having accurate data on their alumni. Current university sources of alumni data are a challenge to use due to various issues regarding how the information is collected and recorded. As a result, the College has contracted with a third party to update their alumni database in hopes of increasing their success in raising scholarship funds.

Susan shared that other areas are coming up with various strategies for student outcomes data collection including directing soon-to-be graduates and alumni to computers during events to provide an update.

V. Accreditation update

Hollie Simpson shared information about the Higher Learning Commission's Annual Institutional Update that is due April 3, 2020. The data used to inform the Institutional Update is gathered from departments and areas across campus and is submitted through the HLC portal. This data includes but is not limited to information on financials, curriculum, enrollment, and instructional locations.

HLC-AAC will soon be scheduled to meet for a semester check-in and to discuss next steps concerning the HLC Quality Initiative, gathering information for federal compliance, and the ongoing process of collecting institutional evidence.

VI. Assessment Awards

Susan Perry shared a handout of the updated Assessment Awards submission form and asked the members for feedback. Current form language does not specify who is eligible to apply, and Susan and Valerie Samuel have discussed the possibility of offering the awards across divisions. Jennifer Miller suggested adding a field for phone number and person's role at the institution to the application. She also suggested approaching Dean Alison Smith about the awards since they could help faculty who are working on the Kent Core assessment pilot.

Susan brought up the possibility of requiring the signature of chair or dean since it was required in the Word document form years back and Chris Hudak suggested that a signed brief letter of support could be submitted with the request for funding. Linnea Stafford recommended highlighting the list of items that cannot be covered by these awards in the form to make it clearer. A plan for sustainability was suggested as a requirement for the application as well. Susan mentioned that in the current version of the process, awardees would be required to report on the results of their projects via Taskstream and there would also be the possibility of sharing information on the AAL website.

Meeting adjourned