



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

**November 18, 2021**

**\*Meeting Via Microsoft Teams\***

**MINUTES**

**Members in Attendance:**

Susan Perry (chair), Tom Brewer, Jessie Carduner, Dale Eilrich, Riley Elersich, Gabrielle Frame, Suat Gunhan, Shannon Helfinstine, Austin Kwak, Jennifer Marcinkiewicz, Karen MacDonald, Lisa Onesko, Sandra Randulic, Sean Ratican, Valerie Samuel, Hollie Simpson, Elizabeth Sinclair, Linnea Stafford, Therese Tillett, Brittany Thomas, William Turek, and Robin Vande Zande.

**I. Welcome and introductions**

Susan Perry welcomed all and reiterated that agendas, minutes and other meeting resources are added to the ACAA Microsoft Teams Post prior to each meeting. Student members noted having issues accessing Teams, and this will be researched for future meetings. Items were emailed directly to the students during the meeting,

**II. Approval of minutes**

The minutes from the ACAA October meeting were presented, reviewed and approved.

**III. ACAA composition and future focus**

Continuing earlier discussion, Susan Perry reminded members ACAA is reviewing and developing recommendations for updating the committee description, charge, and membership.

**a. Continued discussion on charge**

Shannon Helfinstine shared a second draft revision of the charge based on earlier discussion, which included incorporating ideas from other institutions with strong assessment practices. One specific comment was grammatical clarity about the committee's "software use" versus the "use of software."

**b. More model memberships**

Shannon shared additional assessment committee composition examples from similar institutions. Some members liked the model of soliciting volunteers across the institution rather than appointing specific college members. Susan noted that volunteer structures tend to get the same people involved, which can result in making it more challenging to get widespread engagement. To address engagement across the institution, especially regarding assessment report submissions, AAL will follow up with colleges with a low submission rate and work more directly with them. Opening

student membership to students in academic programs that incorporate aspects of assessment, institutional research and higher education administration was also discussed as a possible professional development opportunity.

**c. Next steps**

Committee members were asked to take more time to reflect on the models and recommendations to the charge and composition between now and the next meeting. Shannon will email a draft of the charge and committee composition to members, which will include all suggestions made up to this point. The goal after the December meeting is to have a final proposal of updates to ACAA.

**IV. Meta-assessment rubric review**

**a. Break-out groups**

Members were split into virtual breakout rooms for 30 minutes with two to three members per room and asked to review one to two assigned Taskstream program reports with the rubric. The goal was to come together on a score for each section of the rubric. Susan reminded the group that ACAA's end goal is to have this regular review process in place and be able to report on the "state of the state of assessment" including feedback and recommendations to share widely across the university.

**b. Reconvene and discussion**

A suggestion was made to group the learning outcomes with the measurement and findings in the rubric, since that is how the reports are laid out. The committee would also like an example of an exemplary report. Shannon will collect the rubrics that were completed in Teams, summarize and report out at the next meeting. For the next round of reviews, materials will be dropped directly into group chats to make them easier to find.

**V. Updates/Announcements**

**a. Annual assessment report progress**

Shannon reported that program assessment report submissions for 2020-21 were down significantly. Since AAL's communication plan and reminders were similar compared to previous years, a discussion ensued regarding possible challenges including pandemic workloads and changes in coordinator and support staff positions due to voluntary separations. Members discussed university-wide strategies for positive recognition of programs that are submitting their assessment work. Shannon will pull Taskstream usage reports to identify program users who have not submitted recently and reach out directly to offer more support and training. Susan will make announcements at academic leadership meetings with deans and chairs/directors in January.

**b. Assessment software**

Susan noted that since we have reached the renewal limit of our contract with Taskstream, we must engage in the Request for Proposal (RFP) process. The RFP will post by the end of the month. Volunteers from ACAA are requested to be part of the selection group that will review the proposals and demos to take place in early 2022.

**c. Assessment award follow-up**

Susan addressed the question from last month's meeting of why the assessment award funds have historically not been allowed to support faculty stipends. After additional research it is her understanding that stipends could be allowed for work during the summer but not during the regular academic year when faculty are on contract. Members agreed that a summer assessment award could be a good faculty incentive.

**d. AAL Assessment survey update**

Susan noted that the survey soliciting input from those who interact with the AAL Office will be sent out soon.

**e. COACHE 2022**

Susan reported that the COACHE faculty job satisfaction survey, conducted previously in 2015 and 2018, will be administered again in spring 2022. The survey is typically sent to all full-time tenure and non-tenure track faculty on all campuses on a 3-year cycle. The cycle was paused in the year 2021 to avoid conflicting with the internal climate survey. The AAL office is preparing the materials and formal announcements for survey launch.

**VI. Next meeting: December 16, 2:00-3:30pm, via Teams**

**Meeting adjourned**