



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

December 16, 2021

Meeting Via Microsoft Teams

MINUTES

Members in Attendance:

Susan Perry (chair), Erica Eckert (co-chair), Olufemi Akinnifesi, Tom Brewer, Ching-I Chen, Riley Elersich, Elizabeth Graham, Shannon Helfinstine, Karen MacDonald, Jennifer Marcinkiewicz, Jennifer Miller, Sandra Randulic, Hollie Simpson, Elizabeth Sinclair, Linnea Stafford, and Dee Warren.

I. Welcome and introductions

II. Approval of minutes

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

III. Meta-assessment rubric review

a. Recap November reviews

Shannon Helfinstine recapped the November review process and summarized the general rubric feedback collected from the reviews thus far.

b. 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 assigned Taskstream program report and rubric.

c. Reconvene and discussion

Several overarching suggestions were noted that could be added to the previously discussed feedback. When surveys or national exams are used as student learning outcome (SLO) measures, more descriptive details on what aspects of the survey apply to the learning outcomes and targets are needed, especially when randomly assigned ACAA members may not be content experts for the reports they are reviewing. Also, using learning outcome assessments that are a snapshot of a single point in time during the curriculum (e.g., one assignment or one course vs. combining data from multiple points of time throughout) makes it harder to pinpoint when the learning takes place. Finally, it is important to also note how many students are being assessed for each SLO. Shannon will again collect all rubrics and summarize to share broadly. Susan reminded the group that ACAA's end goal is to have a regular review process in place, and she

will report the general findings to academic leaders (e.g., deans, chairs and directors) in early spring semester, including sharing the meta-assessment rubric so they'll have a better understanding of what the committee is looking for in these reports (best practices).

IV. ACAA composition and future focus

a. Final review

Shannon shared the full revised version of the draft charge and composition with the members in an email earlier in the month and continued the discussion. She pointed out the other sections that had not been discussed with the committee, such as Term and Means of Appointment, and why those areas needed updating as well. Additional minor edits involving technology language rounded out the updates. Discussion continued about having more students participate on the committee, whether as appointed members or as ongoing invited guests. The consensus was that different levels of engagement may align with the academic futures of graduate students. Separately, Shannon mentioned adding a specific student expectation section to the ACAA Primer may help students who are appointed to the committee each year.

b. Next steps

A proposal without the redline edits will be presented to ACAA at the next meeting for a final look. Susan will then forward ACAA's recommendations to the Faculty Senate Executive Committee in spring 2022 with the goal of implementing the updates in fall 2022.

V. Updates/Announcements

a. Assessment management software

Susan noted that the Request for Proposal (RFP) was submitted to the procurement office, who will post it publicly soon. Volunteers are needed for the evaluation group to attend demos and provide feedback in early 2022.

b. Assessment award follow-up

Susan mentioned that when addressing program assessment with academic leaders she will also share this opportunity for professional development for faculty and assessment staff. The money could be used to attend a conference or, if off-contact, faculty could use the money as a stipend during the summer, to improve assessment processes at the program level. Shannon mentioned sharing the invitation to apply with the Assessment Support Group and with ACAA members, who can forward to colleagues. Jenny Marcinkiewicz said an announcement could run in the Center for Teaching and Learning (CTL)'s upcoming newsletter. Shannon will work to craft the invitation wording in early January.

c. COACHE 2022

Susan reported that preparations are underway for the COACHE faculty job satisfaction survey administration by the AAL and IR offices. Volunteers are needed for the advisory group whose work will start in early 2022.

d. AAL Assessment survey update

Shannon thanked all who responded to the recent survey, which had a good response rate. AAL has reviewed their feedback and she will bring a summary of data highlights to the next ACAA meeting.

e. PLO Quick Guide

Recently, Dee Warren, reached out to Shannon when the College of Arts and Sciences' curriculum committee requested program learning outcomes (PLO) guidance. As a result, Shannon created a two-page PLO quick-guide to assist departments in writing outcomes. Dee mentioned that the guide was quite helpful. Shannon shared the document with the rest of the members of ACAA and encouraged them to distribute it across their colleges and departments as well.

f. Learning Outcomes Trainings

Shannon shared that she has been working recently with University College on a SLO training series, which started in November and December with plans to continue in 2022. If any other departments need such trainings, Shannon would be happy to adapt the trainings.

Susan wished everyone a good and much needed winter break.

VI. Next meeting: TBD January, via Teams

Meeting adjourned