



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

**February 10, 2022
*Meeting via Microsoft Teams***

MINUTES

Members in Attendance:

Susan Perry (chair), Erica Eckert (co-chair), Olufemi Akininifesi, Susan Emens, Elizabeth Graham, Suat Gunhan, Shannon Helfinstine, Kristyn Hibbett, Austin Kwak, Jessica Marzullo, Jennifer Miller, Marilyn Nibling, David Putman, Sandra Randulic, Sean Ratican, Valerie Samuel, Hollie Simpson, Brandon Shields, Brittany Thomas, William Turek, and Robin Vande Zande.

I. Welcome and introductions

Susan Perry welcomed all and asked new members and alternates to introduce themselves to the committee.

- Kristyn Hibbett, Undergraduate Student Government Public Relations student
- Jessica Marzullo, Coordinator, Operations and Special Projects, Accreditation, Assessment and Learning
- Marilyn Nibling, Assistant Professor, College of Nursing
- Brandon Shields, Associate Director of Assessment and Accreditation, Ambassador Crawford College of Business and Entrepreneurship

II. Approval of minutes

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

III. Review of additions to First Destination and Graduated Student Surveys (FDS-GSS)

a. Additional survey questions

The College of Aeronautics and Engineering submitted a request to add additional questions to the First Destination and Graduated Student Survey that would be specific to students graduating from their programs. Susan Perry shared the additional questions with the committee to review their effectiveness and determine if the questions needed revision. Brandon Shields noted that CAE may obtain more meaningful data if the additional questions were sent to students after they graduate, since a large percentage of students may not secure employment prior to graduating. Additionally, Jennifer Miller suggested the questions could be framed to ask about a potential role students plan to obtain in the future or if the students felt the program

prepared them to excel in their career. Other recommendations were offered to help focus and clarify questions. These recommendations will be shared with the College.

IV. Meta-assessment rubric review

a. Recap December reviews

Shannon Helfinstine provided the highlights from December's assessment report reviews. A recommendation from the committee includes providing additional detail when national exams and surveys are being used as a measure for a student learning outcome (SLO) to make it clear what the exam measures and how it relates to the learning. Additionally, a recommendation was made against using course grades to measure a student learning outcome and to instead consider individual course assignments for assessment, since they can be more clearly mapped to individual outcomes.

b. Break-out groups

Members were divided into virtual breakout rooms for 20 minutes with two to three members per room and asked to review their assigned program-level assessment report with the rubric. The members were instructed to collaborate and provide a score with feedback for each section of the rubric.

c. Reconvene

After review of the program reports, members shared feedback about what their individual groups discussed. It was noted that while reviewing SLO measures is challenging when the program area is outside the reviewer's scope of knowledge, general feedback can still be provided. For example, it was noted that a recommendation could be made for programs to selected varied outcome verbs based on Bloom's taxonomy. Shannon Helfinstine requested all participants to email their scored rubrics to the Assessment mailbox (assessment@kent.edu).

d. Future reviews – Assessment Students

The proposal for graduate students reviewing program's assessment reports was discussed. Erica Eckert explained how she would incorporate the reviews in her graduate-level assessment course, so students gain real-world experience with assessment plans, results and providing feedback to stakeholders. ACAA would then review the student's feedback. Susan Perry discussed the pros of this decision which included engaging students, obtaining different perspectives, and increasing the capacity to review reports. She also discussed the cons related to privacy and faculty push back. It was determined that a non-disclosure agreement could be used to mitigate some of these issues. Faculty feedback was welcomed, and it was noted that transparency may alleviate faculty concerns and the possibility of redacting any student information used in the measurements section of the reports. Another suggestion was to provide faculty an opt-in or opt-out option to students assessing their programs. Susan Perry will discuss the issue of student review with Kevin West (Associate Provost of Faculty Affairs) and will also provide an update in the academic leadership meetings with deans and chairs/directors.

V. ACAA composition and membership future focus - final recommendations

Committee members are to review the ACAA current committee charge final draft document. Once reviewed, Susan Perry will forward recommendations to Faculty Senate Exec Committee for their review.

VI. Assessment Survey Highlights

No discussion due to lack of time – recap tabled until March.

VII. Updates/Announcements

a. Software demos

The Office of Accreditation, Assessment and Learning is reviewing demos for assessment management software and has included other offices and divisions, as well as ACAA members, for feedback.

b. COACHE survey

The COACHE faculty job satisfaction survey is now open through April for full-time tenure track and non-tenure track faculty on all campuses. An advisory group has been formed to make recommendations on pre- and post-survey communication strategies, as well as review and communicate the survey results to inform future initiatives.

c. Assessment award

The assessment award form is complete, and a timeline needs to be established for implementation. Suggestions for the best window of time for applications are welcomed.

d. Trainings

Shannon Helfinstine is available each Friday for Taskstream trainings. The training times alternate each week to cover availability in both mornings and afternoons for one-hour sessions at 10:00am or 2:00pm.

VIII. Next meeting: March 10, 2022, 10:00am-11:30pm

Meeting adjourned