



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

March 10, 2022

Meeting via Microsoft Teams

MINUTES

Members in Attendance:

Susan Perry (chair), Erica Eckert (co-chair), Olufemi Akinnifesi, Tom Brewer, Susan Emens, Elizabeth Graham, Shannon Helfinstine, Karl Idsvoog, Austin Kwak, Karen MacDonald, Jennifer Marcinkiewicz, Jessica Marzullo, Marilyn Nibling, David Putman, Sandra Randulic, Therese Tillett, Valerie Samuel, Hollie Simpson, Brandon Shields, Linnea Stafford, Brittany Thomas, William Turek, Robin Vande Zande, Deidre Warren

I. Welcome and introductions

Susan Perry welcomed all members.

II. Approval of minutes

The minutes from the ACAA February meeting were presented to committee members, reviewed, and approved.

III. Meta-assessment rubric review

a. Recap February reviews

Shannon Helfinstine provided highlights from February's committee member review of assessment reports. A recommendation from this review pointed out the need to utilize a variety of action verbs and include various levels of complexity when writing student learning outcomes (SLOs). Examples of action verbs can be found in Bloom's taxonomy.

b. Pilot review with Assessment Students - update

Shannon also updated members concerning the review of assessment reports by the graduate students enrolled in the assessment and evaluation course. She mentioned that deans and those in charge of reporting assessment data were notified via email that programs could decide to opt out of this review entirely but if programs did participate, any Personally Identifiable Information (PII) would be redacted from the assessment reports to address privacy concerns. Erica Eckert, the course instructor, explained to committee members that the students were separated into eight groups of three to collectively review reports, provide recommendations, and complete the ACAA rubric. Erica will share student feedback with members at the next meeting. The goal of this

assignment was to directly engage students with real world, university-level assessment examples.

IV. Assessment Survey Highlights

- a. In December 2021, AAL surveyed ACAA members to better gauge their understanding of committee roles, resources, and distribution of content and information. Upon analyzing the resulting data, discussion ensued about how best to share ACAA content across colleges. Another discussion illustrated that incentivizing faculty to engage in assessment is a significant culture change and a mechanism for starting this shift could be including assessment activity in faculty guidelines or handbooks. It was noted that some colleges have a strong culture of accreditation and therefore faculty involvement in assessment is not a concern, while other colleges still need encouragement to strengthen faculty participation in assessment. Also, a need was expressed for examples and guidance about how to best bring back information from ACAA to members' respective academic areas. Susan asked for members to provide examples of successful communication strategies in their own areas in the Teams chat to be compiled and included in an update to the Primer for new (and existing) members.

V. Assessment Award timeline

- a. The proposed timeline to apply for an assessment award is April 2022 through September 1, 2022, which would coincide with ACAA's feedback on program assessment reports. AAL will communicate with faculty through the Center for Teaching and Learning, Academic Leadership Group meetings (i.e., college deans), Chairs and Directors meetings, Assessment Support Group members and Taskstream users to elicit applications.

VI. Updates/Announcements

- a. **Final charge/composition update**
The proposed changes to the ACAA description are finalized and Susan Perry will submit them to the Faculty Senate Executive and other appropriate committees for review.
- b. **The College of Aeronautics and Engineering's (CAE) alumni survey questions follow-up**
CAE was receptive to ACAA feedback on questions for their alumni survey. Shannon will work directly with CAE to finalize questions and may create a question template for other colleges as an option to use in the future.
- c. **Assessment management software**
Susan thanked those who engaged in reviewing the vendor AMS demonstrations and providing feedback. The current Taskstream contract ends May 2022. AAL will evaluate feedback and the available options. Once a formal decision made, Susan will update the committee.
- d. **COACHE survey**
The COACHE faculty job satisfaction survey is open now through April 11th. The overall response rate is currently lower than at this time in past years, possibly due to recent multiple climate-type surveys, but the advisory committee will meet to offer recommendations on increasing response rates. Susan Perry will share response rates with the Academic Leadership Group in an effort to increase participation.
- e. **Great Colleges to Work For survey**

The Great Colleges to Work For survey is now open through April 1st. The supplemental Institutional Questionnaire, which outlines the university's policies and practices that benefit employees will also be submitted.

f. Trainings

Shannon Helfinstine is continuing to offer Taskstream trainings on Fridays through the spring semester and will likely continue throughout the year on this schedule.

VII. Next meeting: April 14, 2022, 10:00am-11:30pm

Meeting adjourned