



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

**September 15, 2022  
\*Meeting via Microsoft Teams\***

**MINUTES**

**Members in Attendance:**

Susan Perry (chair), Erica Eckert (co-chair), Jessie Carduner, Michelle Corvette, Susan Emens, Clifford Fumbui, Elizabeth Graham, Suat Gunhan, Shannon Helfinstine, Ran Li, Kristina Kamis, Rob Kollin, Austin Kwak, Jessica Marzullo, Wendy Matthews, Marilyn Nibling, Liz Piatt, David Putman, Sean Ratican, Valerie Samuel, Hollie Simpson, Brittany Thomas, Lana Whitehead, Robin Vande Zande.

**I. Welcome and introductions**

Susan Perry welcomed all members and introduced new members.

**II. Approval of minutes**

The minutes from the ACAA April and May meetings were presented, reviewed and approved.

**III. Primer review**

Susan Perry and Shannon Helfinstine offered an overview of the ACAA Primer, outlining member expectations, committee focus and purpose. Shannon stressed the importance of members acting as a liaison, communicating to their units regarding the topics discussed.

**IV. Assessment of Student Learning Webpage (<https://www.kent.edu/assessment>)**

The assessment of student learning landing page has been repurposed into a shared page between Student Affairs and Academic Affairs. Robin Vande Zande stated it would be beneficial to include guidelines for submitting annual reports into Watermark, making the guidelines easily accessible. Clifford Fumbui recommended adding a student facing component so both faculty and students can utilize page contents. Another suggestion was to add a feedback box to better determine our constituents' needs.

**V. Meta-Assessment**

- a. Shannon presented the annual program assessment report rubric and reminded members that the tool was utilized in past meetings when reviewing program assessment reports. The rubric was updated to incorporate committee feedback with the addition of weblinks to define terms.

- b. Last year's reviewers were trained to provide assessment report feedback. Their findings were included in an assessment feedback report which presented common themes. Susan will send the report to Deans, Chairs and Directors and will remind them of the program report due date. An action items update may be sent to members after meetings, so liaisons are aware of what information needs relayed to units, such as the annual program report due date.

## **VI. Updates/Announcements**

### **a. ACAA composition and focus**

Susan will submit the proposed revision of the ACAA committee charge and membership guidelines to the Provost for review and sharing with Faculty Senate leadership.

### **b. Annual assessment report (2021-22) reminder for all programs**

Members were reminded that assessment reports are due on September 30<sup>th</sup>.

### **c. Assessment Award**

Programs who submit annual assessment reports are eligible to apply for an assessment award. Funds can be used for conferences, guest speakers, surveys and more.

### **d. RFP decision**

As a result of the 2022 assessment software RFP, AAL is proceeding with an upgrade to the assessment software by Watermark. Using this software, units will have expanded capabilities in a related data collection tool. The platform called Planning and Self-Study will be an upgrade to Taskstream AMS, providing an interface that is more user-friendly.

### **e. 2022 Great Colleges to Work For employee survey - Topline results**

AAL coordinates the Great Colleges to Work For Kent campus employee survey. This year Kent State was recognized in five categories. Shannon presented topline reports and will share benchmark reports in future meetings. AAL also shares these results with the Provost's Office and Human Resources. Other breakdowns may be presented depending on the interests of this group.

### **f. 2022 COACHE (Collaborative on Academic Careers in Higher Education) Faculty Job Satisfaction Survey**

For the third time, the University participated in the COACHE Faculty Job Satisfaction Survey which encompasses full-time faculty from all campuses. An advisory group was formed in spring 2022 and will meet later this month to begin reviewing results.

### **g. 2023 NSSE (National Survey of Student Engagement) planning & timeline**

NSSE runs on a three-year cycle and pertains to undergraduate four-year degree students in their first and fourth year of college. This survey will be conducted in Spring 2023 and offers the ability to include additional topic items. The topical modules will likely be utilized as measures in the Academic Affairs Strategic Plan. AAL will provide highlights and data in future meetings.

### **h. Friday assessment consultations and trainings**

Shannon Helfinstine offers Watermark/Taskstream trainings on Fridays for one-hour sessions alternating between 10:00am and 2:00pm each week. Individual appointments may be scheduled for other times as well.

## **I. Next meeting: October 20, 2:00-3:30pm, Teams**

**Meeting adjourned**