



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

**November 17, 2022  
\*Meeting via Microsoft Teams\***

**MINUTES**

Members in Attendance:

Susan Perry (chair), Michelle Corvette, Susan Emens, Clifford Fumbui, Shannon Helfinstine, Kristina Kamis, Rob Kollin, Austin Kwak, Ran Li, Jessica Marzullo, Wendy Matthews, Marilyn Nibling, Liz Piatt, David Putman, Sean Ratican, Valerie Samuel, Elizabeth Sinclair, Hollie Simpson, Brittany Thomas, Lana Whitehead.

**I. Welcome and introductions**

Susan Perry welcomed all members.

**II. Approval of minutes**

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

**III. Meta-Assessment**

**a. Review October rubrics and example feedback report(s)**

Shannon Helfinstine shared a completed rubric example from last month's breakout group review. She discussed addressing common themes and providing applicable feedback when reviewing assessment reports.

**b. Reviewer sample language document**

Shannon presented a document aimed to aid assessment reviewers by providing sample feedback language to help complete assessment report reviews. This document serves to offer consistent feedback for common strengths and weaknesses and includes links to assessment resource webpages for further clarification.

**c. Breakout groups**

Committee members were separated into five breakout groups with three to four members reviewing assessment reports and providing program feedback.

**d. Reconvene and discussion**

Discussion ensued that reviewers observed learning outcomes that are not easily measured (e.g., appreciation). In other instances, measures did not appear to align with the learning outcome. Shannon will compile summary results from the reviews thus far and share at the next meeting.

#### IV. Updates/Announcements

**a. Student member feedback on [www.kent.edu/assessment](http://www.kent.edu/assessment)**

Shannon met with student members of ACAA, Clifford Fumbui and Olufemi Akinnifesi, to seek feedback on the university's assessment webpage. They determined the page would be more appealing to students with less text and recommended including a call to action for students to be more engaged in the assessment of their learning. Additionally, if colleges have any examples of student learning assessment, they would like to share with the broader university community, Shannon said they could link to this page.

**b. Assessment in Action**

The Board of Trustees (BoT) Academic Excellence and Student Success committee is meeting in December and Susan Perry has been invited to present about university accreditation, including planning for the upcoming spring 2025 Higher Learning Commission site visit and assurance argument submission. Overall, accreditors continue stressing the importance of sound assessment of student learning practices and she will provide guiding documents for the BoT to review. Shannon and Susan were also recently invited to meet with the School of Music faculty, where they discussed institutional/accreditor perspective of program assessment and common best practices.

**c. Kent Core Re-envisioning Update**

The focus of the Kent Core update is shifting away from thinking about individual core courses and instead toward student experiences. This perspective will facilitate the assessment of Kent Core as a cohesive program.

**d. 2021-2022 program assessment reports**

Even though the official deadline has passed, assessment reports for 2021-2022 are still being accepted. Shannon will share a list of programs still need to submit reports with respective college ACAA members to encourage submission before the end of the semester.

**e. Assessment Award - still accepting submissions**

Submissions for the assessment award are still open and encouraged.

**f. Watermark Student Learning and Licensure (SLL) - training continues**

Watermark SLL training continues with current EHHS LAT assessment/accreditation processes, including uploading course information through COGNOS reports. The goal is to eventually make this process automated.

**g. 2023 NSSE (National Survey of Student Engagement) - planning continues**

Shannon spoke to the Division of Student Affairs Assessment Council about how to encourage first-year and senior student participation in the upcoming NSSE opening March 1. She suggested providing student groups with 2020 survey comment examples that have contributed to action, such as the expressed needs for more mental health counseling and more dining options, to demonstrate how student feedback can support university improvement initiatives.

**h. Friday assessment consultations/trainings continue**

Shannon still offers Watermark trainings or other assessment consultations on Fridays for one-hour sessions each week or by request.

**I. Next meeting: December 15, 2:00-3:30pm, Teams**

**Meeting adjourned**