



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

**February 16, 2023
Provost Conference Room 222**

MINUTES

Members in Attendance:

Susan Perry (chair), Erica Eckert, Jessie Carduner, Vanessa Earp, Susan Emens, Clifford Fumbui, Elizabeth Graham, Shannon Helfinstine, Kristina Kamis, Austin Kwak, Rob Kollin, Jessica Marzullo, Jennifer Miller, Marilyn Nibling, Elizabeth Piatt, David Putman, Valerie Samuel, Brittany Thomas, Hollie Simpson, Elizabeth Sinclair, Linnea Stafford, Lana Whitehead.

I. Welcome and introductions

Susan Perry welcomed all members.

II. Approval of minutes

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

III. Spring Plans

Shannon Helfinstine will send thank you and reminder emails to program assessment constituents. She will also consult with programs to determine if they need assessment assistance and will lead unit presentations when requested. Furthermore, the additional meta-assessment will continue this year again with the graduate students in Dr. Eckert's Accreditation and Assessment in Higher Education course reviewing program assessment reports to provide feedback to incorporate into the annual report of assessment recommendations distributed to academic leadership. Programs can voluntarily participate or opt out. In assessment software news, both Watermark's Taskstream and the updated version, Planning and Self Study, will overlap while training and data migration commences.

IV. Observed academic assessment approaches

Based on assessment reports reviewed in the fall, a list of observed assessment practices and measures across academic units was developed by Shannon and shared. Members were asked to review the list and determine if their unit engaged in any other assessment practices not currently included in the list.

V. Assessment Recognition

Members discussed approaches to make assessment recognition more publicly visible. A few recommendations to recognize colleagues included formalizing a certificate, virtual badges or graphics for email signatures or a display similar to the Flashline work anniversary banner to increase engagement among assessment liaisons. Programs could be recognized with a gold, silver or bronze award for exceptional and longitudinal assessment practices.

VI. Upcoming HLC Topics

a. Accreditation

- The annual HLC Institutional Update will soon be submitted for this year. This annual report provides HLC with an update on our organizational health. It requires basic institutional data including academic offerings, student counts, and general financial data.
- In November 2022, the HLC multi-location site visit was held. After reviewing the Cleveland Urban Design Collaborative and the Twinsburg Academic Center, Kent State was given the highest distinction of “adequate.”
- Currently, we are in the accreditation stage of drafting the Quality Initiative report, which is due June 1, 2024. The last stage in the ten-year accreditation cycle is writing and submitting an updated Assurance Argument (with evidence files) and the comprehensive reaffirmation site visit which will occur in April 2025.

b. Criteria for accreditation

For the upcoming HLC site visit, external reviewers will analyze how Kent State implements assumed practices (which are practices that all accredited institutions are expected to do), plus how it meets the criteria for accreditation in alignment with the institution’s mission. Criteria three, four and five address teaching, learning and planning topics such as course quality across all locations, academic program review, assessment of student learning, student success and integrated institutional planning and improvement. Core component 4b of the criteria is particularly pertinent to ACAA, since it deals with assessment of student learning, and is a component that is frequently cited (i.e., met with concerns or not met) at institutions accredited by HLC during their review. In upcoming ACAA meetings, a draft response to criterion four will be shared for committee review and feedback. The review team for the comprehensive visit will most likely meet with this committee along with other constituents like the Board of Trustees, university leadership (president, provost, cabinet, deans), students, faculty and staff.

VII. Updates/Announcements

- a. The National Survey of Student Engagement (NSSE) opens March 1 for first-year and senior students. Shannon Helfinstine will provide information to members to promote this survey to students.
- b. The Great Colleges to Work for Survey opens March 4 – March 31. This survey will be sent to a random sample of full-time employees.
- c. Assessment consulting is ongoing and is held on the 1st and 3rd Fridays from 10:00am - 11:00am and the 2nd and 4th Fridays from 2:00pm -3:00pm.

Next meeting: March 16, 2:00-3:30pm

Meeting adjourned