



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

**February 7, 2024  
\* University Library Room 209A \***

**MINUTES**

**Members in Attendance:**

Susan Perry (chair), Wendy Matthews (co-chair), Kelly Cichy, Aleah Coppin (Guest), Chris Dorsten, Vanessa Earp, Erica Eckert, Susan Emens, William Hauck, Shannon Helfinstine, Kristina Kamis, Rob Kollin, Austin Kwak, Jennifer Marcinkiewicz, Jessica Marzullo, Marilyn Nibling, Valerie Samuel, Hollie Simpson, Elizabeth Sinclair, William Turek, Deirdre Warren, Sharon Wohl, Robin Vande Zande.

**I. Welcome and introductions**

Susan Perry welcomed all members.

**II. Review of minutes**

The minutes from the ACAA November meeting were presented and reviewed.

**III. Assessment funds award submission – Results**

Members voted to award funds to both the Horticulture and EHHS Bridges programs. A congratulatory email was sent along with an outline of fund expectations. The programs will share the uses for the funds at the assessment recognition event.

**IV. December “meta-assessment” training sessions in Watermark**

**a. Takeaways**

Shannon Helfinstine offered three different training sessions in December on how to use the updated assessment software. Members were educated in how the new assessment platform works while building capacity to review assessment reports. Erica Eckert confirmed her graduate class on accreditation and assessment in higher education will continue to review reports and provide report feedback as well.

**b. Recommendations**

From the training and reviewing 2022-23 reports for specific feedback requests, Shannon and participants noted it is helpful to have a more thorough understanding of the program curriculum when completing an assessment report review. Also, units need to ensure learning outcomes are accurately represented and are aligned in both the catalog and assessment reports. For the 2023-2024 report review process, an ACAA

subcommittee will convene in late fall to address specific feedback requests in a timeframe that will allow for timely recommendation implementation. Shannon will provide training for the ACAA members who participate.

**c. Practice review groups**

Committee members were separated into several breakout groups with four members to review selected program assessment reports and offer feedback.

**V. Excellence in Assessment**

**a. Topic: *Institution-level Assessment Plan & Groups and Individuals Engaged in Assessment Activities***

This topic focuses on aligning institutional level assessment plans with program and unit level plans. One aspect includes Student Life's strategic plan that shows integration of the assessment of student learning in university operations and services. Several visual representations of Kent State's assessment of student learning model – depicting general education, program and co-curricular assessment – were presented to gather member's opinions on the creation of a new visual aid. Several members offered to help draft a final visual.

**b. HLC Core Component evidence collection link**

An evidence collection link was created to assist with gathering clear evidence for the 2025 Assurance Argument. The University Accreditation Accountability Committee (UAAC) requests documentation (e.g., reports, minutes from curriculum committee meetings) of academic programs using information gained from assessment (e.g., internal assessment, feedback from advisory boards and employers) to improve student learning. Please submit program assessment data and share the link <http://bit.ly/HLC-evidence> with others who can provide evidence.

**I. Updates/Announcements**

**a. Assessment Appreciation Luncheon – April 10**

The assessment appreciation event has been scheduled for this spring semester in the Student Center.

**b. Kent Core Assessment Pilot 2.0**

Shannon reported that the second assessment pilot concluded at the end of fall 2023 with a report to the Undergraduate Requirements Curriculum Committee (URCC). Kelly Cichy was one faculty in the pilot and noted the process worked well. After URCC, the report will go to EPC and various academic leaders.

**c. NSSE webpages updates**

This topic was tabled and will be discussed at the next meeting.

**d. Watermark PSS trainings continue**

If any members did not attend the December Watermark training, contact Shannon for additional training opportunities.

**II. Next meeting: March 13, 10:00am-11:30am**

**Meeting adjourned**