



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

**November 9, 2017 Meeting  
Provost Conference Room 222**

**MINUTES**

**Members in Attendance:**

Susan Perry (co-chair), Pat Vermeersch (co-chair), Kathy Spicer, Hollie Simpson, Marcia Kibler, Mary Ann Haley, Liz Sinclair, Chris Hudak, Erin Ahrens, David Putman (via phone), Larry Froehlich, Rayshawn Eastman, John Jewell, Valerie Samuel, David Garcia, Swathi Ravichandran, Jennifer Miller, Jenny Marcinkiewicz, Joe Clark, Jonathan Fleming, and Loubna Bilali.

**I. Welcome and Introductions**

Pat Vermeersch opened the meeting by asking that each committee member provide name and area represented.

**II. Approval of October minutes**

Minutes from the October meeting were presented and accepted with no changes to be made.

**III. Announcements/Updates**

Announcements from units were solicited. They are listed below:

- Liz Sinclair (College of Business Administration) announced they completed the AACSB accreditation agency visit. The results are not yet public but will be announced in February. They had a successful visit and will be affirmed with no areas in need of improvement.
- Hollie Simpson (Accreditation, Assessment and Learning) gave an update on the CLA+ participation. A total of 94 students participated which is less than the number projected, however, better than some previous years. Students provided comments and feedback about the writing portion of the test, advising it was engaging which may help with future marketing strategies.
- Susan Perry (Accreditation, Assessment and Learning) Program Reviews – Susan advised AAL completed the Fall 2017 program reviews for Biological Sciences and Mathematical Sciences. The Spring 2018 program reviews scheduled are: Public Health, Computer Science, Modern and Classical Languages, and College of

Education, Health and Human Services. Hollie Simpson has worked hard to improve communication for scheduled programs to provide information and guidelines about the process to them earlier. The 2018-19 academic year will not have as many program reviews due to the Assurance Argument scheduled in 2019. After the completion and submission of the Assurance Argument program review process will be ramped up to keep the programs on schedule for projected review dates.

- The Assessment Institute. (Susan Perry, Accreditation, Assessment and Learning) Susan presented at the conference and advised that the sessions she attended were geared more to best practices looking into the future. She will share materials with the group as they become available on the conference site with regards to rubrics and best practices. The direction of the conference seemed to be more about leadership, visibility and community engagement than has been presented at past conferences.

#### **IV. CLA+ results (2016-2017)**

- Susan Perry presented a handout with summary CLA+ results. She explained the data indicating we have been near expected since 2013 and have seen an increase in the value-added score for 2017 seniors. Students volunteer to take the test which measures learning outcomes associated with general education/core.
- Susan presented an HLC Criteria Questionnaire (Component 4b-directly related to assessment) to use as information as to what we do and to get a sense of perception in terms of assessment strengths and challenges in your units. Susan will present to deans, chairs and directors as related to Taskstream and other assessment tools.

#### **V. Taskstream**

- Kathy Spicer (Accreditation, Assessment and Learning) presented information about Taskstream AMS (Accountability Management System) at the academic program level which allows input for the mission, student learning outcomes, measures results and how we use those results for improvement of a specific program. The LAT (Learning Achievement Tools) is set up by program, linking specific student artifacts and achievement data obtained through Blackboard to program level assessment plans. Handouts included a “Who, What, Where, When” Taskstream information sheet, an assessment planning template worksheet and a screenshot of the workspace in Taskstream AMS. These handouts may be shared with committee members’ respective areas. Kathy is in need of updated information regarding the names of program coordinators for each academic program. Training may be provided to coordinators by college, by school or department; it is difficult to do individual training because of the large number of academic programs. A training video is available for distribution, as a supplement to facilitated training, or for use by individuals to learn how to use the system. There was a request for Kathy to send the handouts to committee members via email so they will then be able to share with their areas in a timely manner.

#### **VI. Next meeting: December 14, 2017 – Joint Meeting with HLC-AAC – Location- Library-Room 1018.**

**Meeting adjourned at 3:00 p.m.**