



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

**November 1, 2016 Meeting  
Provost Conference Room – Library 222**

**MINUTES**

**Members in Attendance:**

Kathy Spicer (co-chair), Pat Vermeersch (co-chair), Zach Nyangau, Hollie Simpson, Jennifer Abate, Loubna Bilali, Jessie Carduner, Erica Eckert, Larry Froehlich, David Garcia, Mary Ann Haley, John Jewell, Cathy Mahrle, Jenny Marcinkiewicz, Joan Meggit, Lynette Phillips (phone), Athena Salaba, Valerie Samuel, Paul Gaston

**I. Introductions**

Kathy Spicer opened the meeting and relayed that the minutes for the October meeting and this current meeting would be sent via email for changes and/or approval.

**II. Results of the October survey – areas of interest and assessment related questions**

Pat Vermeersch explained that the results from the survey administered at the October meeting would be passed around. Kathy Spicer noted that because there were so many similar thoughts throughout the surveys, the results were organized into broad themes to better tackle the requests over the next several meetings. A few of the themes were: Taskstream training and updates, university-wide assessment data, and contents of the Accreditation, Assessment, and Learning (AAL) website.

Updates were provided on the current administration of the CLA+ and questions were raised about what this assessment consists of and who crafts the testing tool. Also, Kathy Spicer indicated that a part of the next month's meeting will be spent reviewing the resources and the data housed within the AAL website. The list of themes will be shared with members that not present at today's meeting.

**III. Input regarding evidence for the Assurance Argument**

**a. Brainstorming – unit level initiatives to utilize in Assurance Argument**

Dr. Paul Gaston put together a handout to help lead a productive conversation on what types of evidence would be useful to document progress towards the Higher Learning Commission (HLC) Criteria for Accreditation. Dr. Gaston reviewed a handout detailing types of evidence. Discussion of the handout included sharing examples of types of assessment occurring across the institution.

#### **IV. Subcommittee update**

##### **a. Operational plan rubric subcommittee**

This group had started discussions on creating documents that outline what it takes to create a good and effective operational plan. Data are currently being gathered.

##### **b. Assessment findings rubric subcommittee**

This group has met and started drafting a rubric for assessment findings. The completion of this work will be largely based on the results from the other groups and further group discussion and consensus. It was suggested that units be able to see the rubric that would be used to evaluate their assessment plan before they actually started drafting their assessment plan.

##### **c. Assessment plan rubric subcommittee**

This group distributed a sample of the previous rubric that was used and also the updated version. The members of this group outlined the changes that they made and related some challenges to overcome that would need further discussion.

##### **d. Timeline and process subcommittee**

Kathy Spicer is currently working on the timeline that corresponds with the specialized accreditation timeline and will get this back to the group once it is completed.

##### **e. Open Pathway communication plan subcommittee**

A meeting has been set up for this committee. Some challenges were related, as well as some initial ideas shared, such as: information to students through the FYE classes and using the faculty and staff appreciation events. More ideas will be forthcoming.

#### **V. Announcements**

Invitations to attend candidate interviews for the position of Assistant Provost of Accreditation, Assessment, and Learning will be forthcoming to ACAA members.

**Meeting was adjourned**