Members in Attendance:

I. Introductions
Pat Vermeersch opened the meeting with a summary of the agenda and asked that any members who were not present for the last meeting introduce themselves.

II. Approval of September minutes
Printed copies of the minutes from the September 6th meeting were available for review. After being reviewed, Pat Vermeersch asked for any additions, changes or substitutions to the September minutes. No changes were indicated and the minutes were affirmed as is.

III. Taskstream update
Kathy Spicer gave a brief update on the Taskstream Training sessions that have begun. She explained the purpose of the training sessions and who would benefit by attending.

IV. Subcommittee update
   a. Assessment plan rubric subcommittee
This subcommittee related that they had looked over the previously used rubric and they felt that after some revamping this rubric could be utilized. Some ideas had already been presented as to how to update this tool.

   b. Assessment findings rubric subcommittee
This group had also met this week to go over plans. After looking at the rubric used in the past they felt that this would not need too much work to bring it up to date for current use.
c. **Operational plan rubric**  
This subcommittee was planning to meet for the first time this day post ACAA meeting.

d. **Timeline and process subcommittee**  
This subcommittee had not had the chance to meet before the current ACAA meeting.

e. **Additional subcommittee for those without an assignment**  
Kathy Spicer explained that those that did not get a subcommittee assignment would be asked to join an additional subcommittee that had not previously been available. This subcommittee idea had resulted from some further discussions and did not pertain to the rubric work. Kathy indicated that she would meet with this group post-meeting to provide more details for this subcommittee.

V. **Discussion/survey – areas of interest and assessment related questions**  
Pat Vermeersch introduced an interest inventory survey of ACAA members. The purpose of this survey was to gauge member interest in topics for deeper discussion or professional development. The survey consisted of three questions and time was provided to the committee members to anonymously complete the survey.

Kathy Spicer explained that a wealth of assessment information as well as webinar opportunities are available to be passed on to interested ACAA members. ACAA members may opt out of receiving this information.

Questions were raised concerning the availability of assessment data at the college level for the CLA+, COACHE, GSS, and NSSE. Kathy Spicer explained that institutional-level data information can be found on the Accreditation, Assessment, and Learning (AAL) website but that reports were not automatically generated per college. It was suggested that a review of the AAL website at a later meeting may be useful to ACAA members to understand what information is available.

The surveys were collected from the ACAA members.

VI. **Input regarding evidence for the Assurance Argument (Paul Gaston)**

a. **Higher Learning Commission (HLC) Criteria for Accreditation document**  
Kathy Spicer passed around the *Information Concerning the Higher Learning Commission* document provided by Dr. Paul Gaston. This discussion included an explanation of the ongoing work of the Council of Regional Accrediting Commissions (C-RAC) to align and synchronize their standards. Dr. Gaston also shared a portion of a comparison chart that he has developed, including information across all regional accrediting bodies.

Dr. Gaston explained that many of the regional accrediting bodies have similar expectations due to the Department of Education’s standards, as well as some additional areas of common ground that are emerging. Further discussion was held as to what the HLC expects from Kent State for the upcoming Open Pathway Assurance Argument. Additionally Dr. Gaston encouraged members to review the HLC chart that was provided and to contact him if any questions arose.
A variety of questions were raised ranging from university level vs. course level assessment, Kent core education assessment, to the CHEA/HLC relationship, with Dr. Gaston responding as well as productive discussion from all ACAA members. Kathy Spicer concluded the discussion by encouraging members to continue asking questions and considering the contributions that can be made from each unit to the evidence needed for the Assurance Argument in two years.

VII. Announcements
Committee members asked for a complete listing of all subcommittee members, as some wanted to know the membership of subcommittees other than his/her own. Kathy Spicer assured members that a second email listing all subcommittee members would be sent to all ACAA. The next meeting was announced (November 1, 2016, Library 222) and the meeting was adjourned so members could meet with their respective subcommittee.