



Meeting Minutes
Monday, 20 May 2024
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Leadership present: Chair Edward Dauterich; Secretaries Therese E. Tillett, Joanna Liedel, Jennifer S. Kellogg, Amy Nuesch, Christa N. Ord, Kristi M. Kamis

Administrators not present: Associate Provost Manfred H. van Dulmen; Dean Sonia A. Alemagno

Administrators not present: Dean Versie Johnson-Mallard

Faculty present: Professor Athena Salaba; Associate Professors Ali Abdul-Aziz, Brian R. Barber, Michael J. Ensley, Abe G. Osbourne, JD Ponder, Catherine Smith, Jonathan F. Swoboda; Assistant Professor Bethany Lanese; Senior Lecturer Laux; Associate Lecturer Shelley K. Marshall; Lecturer Olivia Krise

Faculty not present: Professors Saiying Deng, Deric Kenne, Greta Polites, Tiffany Taylor; Associate Professors Simon Adamtey, Jillian S. Coorey, Vanessa J. Earp, Michael R. Fisch, Dandan Liu, Christopher W. Totten; Senior Lecturer Jennifer R. Metheney; Lecturer Kristy Jacobson

Students present: Chukwudi Nwoko

Guests: Mandy Cenker, Frank Congin, Alicia Crowe, Susan Emens, James Hannon, Matthew Minichillo, Collin Palmer, Susan Perry, Liz Piatt, Peggy Shadduck, Scott Sheridan, Hollie Simpson, Alison Smith, Kathleen Spicer, Cathy Zingrone

Chair Dauterich called the meeting to order at 3:20p.m., on Monday, 20 May 2024, via Microsoft Teams.

I. Approval of Minutes

A. Meeting on 15 April 2024

Senior Lecturer Laux made a motion to approve, and Associate Lecturer Marshall seconded the motion.

Chair Dauterich had two corrections. One in section 4.a.2. – suspension of the jazz concentration, Laux needs added after “Senior Lecturer.” The second correction is for rewording of the last sentence in section six for clarification.

Christa said she will make the corrections to the minutes.

With no other questions, comments or concerns, the item passed unanimously.

II. Presentations

B. Update on Kent State's accreditation renewal with Higher Learning Commission

[VIEW THE PRESENTATION](#)

Associate Provost Perry stated that along with accreditation, assessment and program review, she now oversees institutional research. There are three committees: Advisory Committee for Academic Assessment (ACAA), University Accreditation and Accountability (UAAC) and Assessment Support Group. Institutional accreditation is the third part of the higher education regulatory triad. The triad includes the federal government and state government. Accreditation is the assurance of quality process that voluntary. However, if it is not done, the university would lose its eligibility for Title IV funds and other federal financial funds. Accreditation covers the ability to transfer course credits and is required for specific career fields. Kent State is on a ten-year continuous improvement encompassing the entire institution and is on the "Open Pathway" timeline. The pathway started in 2015 and three of the five steps have been completed. The first few years are spent gathering evidence, writing a narrative and explaining how Kent State meets the criteria for accreditation. A year four report along with evidence files was submitted in 2019. That was approved along with being removed from monitoring due to the submission. The next step is Quality Initiative Report. The initiative chosen was Strategic Enrollment Management (SEM). The three areas that were focused on were: scholarship software, curriculum recoding and advising infrastructure. The proposal has been accepted and the report is due at the end of May 2024. The next step will be the site visit for year 10. The expectations for institutional accreditation include processes to assure its own quality and provide evidence, on-site visit by a team of peer reviewers every 10 years to reaffirm status, positive standing with other accreditors and additional "Open Pathway" requirements. The five criteria for accreditation are: mission, integrity – ethical and responsible conduct, teaching and learning – quality, resources and support, teaching and learning – evaluation and improvement and institutional effectiveness – resources and planning. The office is in constant contact with the accreditor, including annual updates that include financial and non-financial indicators and some federal compliance things that are submitted on a regular basis. Kent State has 136 programs with accreditation with 44 accreditors. There is a site for students to submit complaints. Some complaints have been submitted, but they have been about issues with faculty. HLC is not looking for those types of complaints rather, issues with not following policies. Substantive change requests include new programs, location and/or campuses and program changes. Multi-location visits are conducted every five years. HLC will pick a few locations to visit, and Kent State will write a report. The Quality Initiative report will be submitted in June. Student surveys are sent out a couple of months ahead and ask about satisfaction of the program and institution. The assurance argument and Federal Compliance are submitted along with the multi-campus report in March 2025. There are several ways to engage and get ready for the site visit. Faculty and staff can engage by reviewing the university's accreditation website to better understand the basics of accreditation, check the reaffirmation website for updates and educational materials, communicate with others in the college and across campus about accreditation, encourage colleagues to participate in open forums during the site visit and submit evidence that will support the assurance assessment. During the site visit, faculty and staff should expect multiple open forums, possible invitation to a focus meeting about a topic the team wants to know more about and last-minute request from the ALO for a specific piece of information a reviewer wants to see.

Senior Lecturer Laux asked what kind of evidence for academic rigor is provided.

Associate Provost Perry explained that it would be things like syllabi, curriculum and sometimes syllabi from multiple sections of a course.

C. Update on Kent State's micro-credential initiative

[VIEW THE PRESENTATION](#)

VP Shadduck stated that a micro-credential is a small credential that has learning goals, outcomes and is measurable. There are two types of micro-credentials: credit and non-credit. Credit micro-credentials are developed from one or more existing courses. Approval recommendations are done by an EPC subcommittee and then added as an information item for EPC meetings. Only existing courses are used. The non-credit micro-credentials are facilitated by Kent State academic units, Kent State non-academic units or third-party providers. There have been nine credit micro-credentials approved with four at the graduate level and five at the undergraduate level. There are three currently pending approval. Conversations are facilitated by the Lifelong Learning Unit with interested groups. Non-credit micro-credentials may be more of an experience. They require participation without assessment. Non-credit micro-credentials offered by non-academic units help to provide training for businesses on subjects such as supervising, design thinking, community outreach and banner. Non-academic units offering this type of training are Lifelong Learning Unit, PCB Division, DI Hub and Upward Bound. Non-credit offered by third party facilitators are online short courses and/or modules that help Kent State students and employees via LinkedIn Learning or contract providers. The role of the Lifelong Learning Unit is to consolidate a listing of all learning experiences offered via Kent State and upload offerings to an online catalog. The unit is currently working with Canvas Catalog. When appropriate, the unit will facilitate badging using Canvas Credentials. The unit also facilitates ideation and application for interested internal units. Additionally, the unit is facilitating identification and filling of missing offerings, assessing the impact of microcredentials, overseeing sunsetting of microcredentials that are not addressing current needs and developing, implementing record keeping processes and facilitating ease of access to microcredentials including recruiting, registration and record-keeping.

Senior Lecturer Laux asked if the microcredentials will be presented as the same type of EPC item each time they are on the agenda.

Chair Dauterich said, yes.

Senior Lecturer Laux asked about the type of advertisement and recruitment the Lifelong Learning Unit will use.

VP Shadduck said this is just getting going with Canvas Catalog so that people can access the information and sort through. Now that the software is within a week or two of having everything uploaded, marketing and recruitment can be created. External marketing will be a large focus to bring in new learners. Internal awareness of micro-credentials will need less marketing because it is a targeted audience that can be provided the information. The Lifelong Learning Unit is hoping to use microcredentials to also increase learning overall at Kent State.

Senior Lecturer Laux asked for consultation with Faculty Senate on new, non-credit contracts, such as the cannabis contract. He asked for clarification where the budget for Lifelong Learning is held.

VP Shadduck explained that Lifelong Learning houses the groups that facilitates corporate training by organizing the learning. Those costs are covered by charging the companies for the services. When collaborating with academic units, utilizing software and record keeping, there are currently no revenue is brought in to cover the costs for people to do that and for the software. A budget was given to be used for a while to get things going. The Lifelong Learning Unit is gathering ideas and working on ways to make this more sustainable for the university.

Senior Lecturer Laux asked for clarification if the Lifelong Learning Unit is part of CATS or is a unit on its own.

VP Shadduck said the Lifelong Learning Unit is not part of CATS or regional campuses and is there to serve the whole university community.

Professor Salaba asked about the process for removal of a micro-credential.

VP Shadduck stated that the current process for micro-credentials does not include sunseting. It is something that the subcommittee will discuss and bring a recommendation to EPC and Faculty Senate. For the non-credit micro-credentials, there is a recommended set of processes that includes sunseting after two years if it is not deemed by a review committee. This following a recommendation that has come up in several webinars.

Professor Salaba asked who the instructors for the credit and non-credit courses are.

VP Shadduck said the credit courses will be faculty and the non-credit will vary depending on what is being taught.

Professor Salaba asked overlapping content in non-credit micro-credentials and credit courses and how that would work for graduate students.

VP Shadduck said, at this point, the process that was approved for credit micro-credentials do not require that the micro-credential be something that does not overlap. If the course has been approved, then the assumption is that the packaging of that course into a micro-credential is something that could be considered.

Secretary Tillett asked the liability on Kent State when collaborating with a contractor.

VP Shadduck said she does not know if it is any different than working with other contact providers like LinkedIn Learning. The contract with the third-party provider says they are providing the content, and they are responsible for the content. Kent State is adding their name to the marketing and getting a portion of the proceeds. Mike Pfahl does read the contracts before anything is signed.

Secretary Tillett explained that she was asking because the marketing seemed to be all Kent State. These students would not be Kent State students and/or taught by Kent State.

VP Shadduck clarified that learners can be served in a lot of different ways, but students are those that are pursuing a degree with Kent State. In order to do a credit micro-credential, they would have to go through the guest student admissions process. In the non-credit realm, learners

are not admitted to the university in any way. They are signing up for something that Kent State is providing access to. It is and will be a learning process for all higher education on micro-credentials.

Associate Professor Ponder asked about the process for vetting third-party vendors for non-credit micro-credentials.

VP Shadduck said there is a proposed process for approval awaiting review. In the meantime, the unit has been continuing processes that have existed for many years. For the contract with Green Flower, there was a lot of consultation including the Provost, President, Chair of the Board, colleges that could have potential conflict and academic deans. When the unit was given the 'ok' is when it was proceeded with. The unit has been working on a written process of how this will happen.

Associate Professor Ponder asked who the academic units report learning to for credit micro-credentials.

VP Shadduck explained that the academic unit that is providing the micro-credential is using courses that already exist and the learning outcomes are assessed on the level of the course. They would be maintained by the academic unit in the same way. The learning outcomes are being held by the academic unit providing the courses. The things that Lifelong Learning is looking at are impact outcomes. For example, the academic unit would anticipate how many new learners they would have with a micro-credential and Lifelong Learning would assess that after the micro-credential is offered. Lifelong Learning would also like to know and is working on a way to collect data on the impact of micro-credentials on people's lives and careers.

Associate Professor Ponder asked for clarification on if someone comes asking if a student who completed a course can perform said tasks if that information is going to be logged somewhere.

VP Shadduck said that, to some extent, will come with badging. The Lifelong Learning Unit will only issue a badge if the academic unit says the student has met the learning outcomes.

III. Micro-Credential Review Committee

A. Lesser Action Items

[VIEW THE DISCUSSION](#)

College of Applied and Technical Studies

1. Medical Coding Specialist—Establish credit-bearing micro-credential (*fall 2024*)
2. Data Management and Logic Using SAS— Establish credit-bearing micro-credential (*fall 2024*)

Senior Lecturer Laux expressed concern about the different forms used for each micro-credential. His suggestion is that the forms need to have the same questions and information. The chair and director needs to be added to the question that asks for the name of the program coordinator or dean. Program coordinator or dean is okay for colleges without academic units, but with colleges with schools and departments, they should list their chair or director. It involves the faculty workload, so the director or chair needs to be consulted. The process should become more uniform.

With no further questions or comments, Chair Dauterich concluded the meeting at 4:45pm.

Respectfully submitted,

Christa N. Ord

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Operations and Special Projects Coordinator, Curriculum Services

Office of the Provost