Meeting Notes

NCA Reaccreditation Committee

10 am – 11:30 am, September 12, 2011

IIT Tower, President's Conference Room, 19th Floor

Participants: Siva Balasubramanian (Stuart, Committee Chair), David Baker (External Affairs), Matt Bauer (CSL), Russell Betts (CSL, Advisor to the Committee), Ali Cinar (Graduate College), Anthony D'Amato (General Counsel), Carol Emmons (OII, Staff Lead), Mike Gosz (Undergraduate Affairs), John Kallend (Armour), Noreen Kozak (Provost's Office), Anijo Punnen Mathew (Design), Scott Morriss (Psychology), George Shipporeit (Architecture), Ray Trygstad (SAT), David Ulaszek (Finance), Suzanne Weiss (Stuart).

Not present: David Rudstein (Chicago-Kent)

1. **Welcome**

   Provost Alan Cramb welcomed the meeting participants and described this committee as the "most important committee at IIT at this time." Alan also told the participants that if they encounter resistance from faculty in their college, they should speak to their Dean; if the Dean is unwilling to help, they should speak directly to Alan.

2. **Overview of Open Pathway Accreditation Process**

   Carol Emmons distributed an FAQ document that compared the Open Pathway process to the previous accreditation process and also contained the schedule for IIT's re-accreditation. She also went through a Powerpoint presentation.

   a. The main points of the presentation were:

      1) The Open Pathway process includes Quality Improvement as well as Quality Assurance.

      2) The Open Pathway process involves continuous uploading of evidence in electronic format.

      3) Peer review occurs in Years 4 and 10

      4) Revised criteria require greater transparency, adherence to ethical principles, and a culture of continuous assessment and improvement.

5) The Open Pathway process and criteria will not be finalized until January 2012.

b. Questions asked and comments made during the presentation included:

1) *When and how will the team of peer reviewers be selected?* Carol Emmons will find out.

2) *What will be the process for gathering and archiving evidence?* Carol Emmons said she thought that each college should determine this internally. However, Anthony D'Amato cautioned that we need some standardization in order to facilitate combining evidence across colleges. Several committee members requested templates. Anthony suggested we try to get templates from the schools that have pre-tested the Open Pathway approach. Carol will follow up on this.

3) *IIT should use this as an opportunity to streamline our current procedures for program review.*

4) *We should have representatives from Galvin Library and OTS on the committee, as well as the Associate Dean for Academic Affairs.*

5) *Does the current financial evaluation that the Higher Learning Commission (HLC) is doing of IIT relate in any way to the re-accreditation process?* Carol Emmons will investigate this.

3. **Software Tools**

a. Google Aps (Open Pathway Accreditation) website for Committee's work

b. myIIT channel for communication with larger IIT community

4. **Schedule for Future Meetings**

a. The Committee agreed to meet once per month.

b. Noreen Kozak will follow up with the member from Chicago Kent to find out if s/he is available in the morning of the second Monday of the month.

5. **Homework/Action Items for Next Meeting**

a. Committee Members should:

1) Familiarize themselves with the Open Pathway Accreditation Site in Google Apps.

2) Review the Criterion Booklet on the Open Pathway Site (under Documents)

3) Review the 2006 IIT NCA Accreditation Report (Link found on Open Pathway site).

    b. Carol Emmons:

        1) Contact Beta schools for templates and other useful information.

        2) Investigate relationship of HLC financial evaluation of IIT with re-accreditation process.

        3) Work with Marketing & Communications to create an accreditation channel in the myIIT portal.

        4) Find out when and how IIT's Peer Review Committee with be selected.

    c. Siva Balasubramanian: consider suggestion to add representatives from the Library and OTS to the committee, as well as the Associate Dean for Academic Affairs. Will share program-specific assessment documents used at the Stuart School that comply with the requirements of AACSB International (the accreditation agency for business schools).

    d. Noreen Kozak: establish committee meeting schedule.