

Meeting Notes

Accreditation Advisory Committee Meeting

January 9, 2012

Participants: David Baker (External Affairs), Siva Balasubramanian (Stuart School of Business, Committee Chair), Matt Bauer (College of Science & Letters), Carol Emmons (Staff Lead, Institutional Research), Mike Gosz (Undergraduate Affairs), John Kallend (Armour College of Engineering), Scott Morris (College of Psychology), Sudhakar Nair (Graduate Academic Affairs), George Schipporeit (College of Architecture), Ophir Trigalo (Office of Technology Services), Sue Weiss (Stuart School of Business).

1. Meetings

a. Upcoming Meetings

- i. *Meeting with Deans' Council:* Siva Balasubramanian and Carol Emmons will make a presentation at the Deans' Council on January 10, 2012. The discussion document related to this presentation was handed out to those at the meeting. There was consensus that the document accurately represented the proposed process agreed on by the Accreditation Advisory Committee for selecting a Quality Improvement Initiative. Ophir Trigalo suggested that we also remind the Deans about the revised accreditation criteria and be clear about what we hope to accomplish by reviewing this document with them (i.e., achieve consensus in order to move forward with the process.)

Post script: The Deans had questions about, but voiced no objection to the proposed process. So, the Accreditation Advisory Committee may proceed to implement this process.

- ii. *Meeting with President's Council:* David Baker reported that he had received approval from the President for Siva Balasubramanian and Carol Emmons to address the next meeting of the President's Council at 8 am on January 26, 2012.
- iii. *University Faculty meeting (Spring 2012):* Siva Balasubramanian is working to schedule an accreditation presentation at the Spring University Faculty meeting.
- iv. *HLC Conference/HLC Workshop on Assessment:* Siva Balasubramanian mentioned that the annual NCA HLC annual conference will be held in Chicago during March 30 and April 3, 2012. This will be a great opportunity to network with pioneer schools pursuing the Open Pathway NCA accreditation process. Carol Emmons noted that HLC will offer an Assessment Workshop during February 22-24, 2012 in St. Charles, IL (a suburb of Chicago).

2. Continuation of Discussion items from last meeting

a. Learning Objectives from the 2006 accreditation cycle (Evidence Room)

Kristin Standaert was not in attendance due to a time conflict, but sent word via email that she is in the process of reviewing the documents from the 2006 accreditation site visit for evidence of learning goals. She plans to finish her inventory by January 13, 2012. Then she will set up a procedure for digitizing these materials. She anticipates that the digitalization will be done by the next Accreditation Advisory Committee meeting on February 13, 2012. At that meeting, she would like to discuss a process for distributing the materials to the academic units.

b. Technology: Blackboard Outcomes Module, DegreeWorks

Mike Gosz reported that he talked to Carole Orze in Undergraduate Academic Affairs about listing the program learning goals in the Undergraduate Bulletin, and she agreed to do so. Mike also spoke to Rebecca Nicholes, who informed him that there is a field in Banner to list course goals for each course (but not program goals).

Ophir Trigalo will contact SunGard to get more information about using DegreeWorks or Banner to store course and program goals.

Carol Emmons noted that another needed component is a way to link the goals to student work (aka “artifacts”). This is what the Blackboard Outcomes module does.

c. Non-Academic Accreditation Criteria (subcommittee)

David Baker reported that this subcommittee, comprised of himself, Anthony D’Amato (General Counsel’s Office), and David Ulaszek (University Finance) will focus on the Criteria 1, 2 and 5. He proposes that Anthony D’Amato take the lead on Criteria 2 (Ethical & Responsible Conduct), David Ulaszek take the lead on Criteria 5 (Resources, Planning & Institutional Effectiveness) and he (David Baker) will take the lead on Criteria 1 (Mission). The subcommittee will have its first meeting later this week.

d. Assessment Practices Survey update

Carol Emmons reported that she had used the feedback from the last meeting to revise the survey. She and Siva Balasubramanian will tell the Deans about the survey at tomorrow’s Dean’s Council meeting and ask the Deans to encourage their Chairs to participate. (*Post script:* The Deans requested that the survey be sent to them, as well as to the Chairs.)

Scott Morris asked to be reminded about whether the survey contained questions about General Education goals. Carol Emmons responded in the affirmative. John Kallend noted that there had been a Gen Ed Committee leading up to the 2006 accreditation site visit, but it had “evaporated” afterward. Matt Bauer informed the group that he is leading the current incarnation of the Gen Ed Committee and would send this committee an update on the work of the Gen Ed Committee.

Matt Bauer asked whether we need to assess student learning in certificate programs as well as degree programs. It was generally agreed that we need to assess student learning in both degree and certificate programs. Mike Gosz observed that the Federal Gainful Employment reporting requirements will provide us with employment placement outcomes for our certificate programs.

3. Other Topics

- a. **Next Meeting:** Monday, February 13, 2012.

4. Homework:

- a. **Carol Emmons** and **Siva Balasubramanian** will work with David Baker on a presentation for the January 26, 2012 President Council's meeting.
- b. **Ophir Trigalo** will contact SunGard HE to get more information about using DegreeWorks or Banner to store course and program goals.
- c. **Kristin Standaert** will complete the inventory of learning goals from the 2006 Accreditation Site Visit materials and digitize these materials.
- d. **Matt Bauer** will distribute an update on the work of the General Education Committee.
- e. **Carol Emmons** will send the Current Assessment Practices Survey to the academic deans and department chairs.
- f. **David Baker, David Ulaszek, Anthony D'Amato** and **Carol Emmons** will meet to discuss a plan for working on accreditation Criteria 1, 2 and 5.
- g. **Siva Balasubramanian** and **Carol Emmons** will work on a communication plan for the Process for Selecting a Quality Improvement Initiative.

Handout:

1. Discussion document for presentation at Deans' Council