

## *Meeting Notes*

### **Accreditation Advisory Committee Meeting**

May 7, 2012, at 10 am, 3424 S State St, Room 2028

*Participants:* Anthony D'Amato (Office of the General Counsel), David Baker (External Affairs), Siva Balasubramanian (Faculty Chair, Stuart School of Business), Matt Bauer (College of Science & Letters), Ralph Brill (Chicago Kent College of Law), Carol Emmons (Staff Lead, Institutional Research), Mike Gosz (Undergraduate Affairs), Anijo Mathew (Institute of Design), Jamshid Mohammadi (Graduate Studies), Sudhakar Nair (Graduate Studies), George Schipporeit (Architecture), Kristin Standaert (Galvin Library), Ophir Trigalo (Office of Technology Services), Ray Trygstad (School of Applied Technology), Suzanne Weiss (Stuart School), David Ulaszek (Finance).

1. **Committee Membership Changes:** Siva Balasubramanian announced the following changes to the committee membership: Ralph Brill is the new committee representative for Chicago Kent Law and Jamshid Mohammadi is the new representative for Graduate Studies. Siva has been in touch with Natacha DePaola, Dean of Armour College of Engineering, about a new representative for Armour College.
2. **Subcommittee Reports**
  - a. *Technology Subcommittee:* Matt Bauer reported that he will be testing functionality in the new version of Blackboard over the summer that is designed to support student learning assessment. This functionality allows users to enter both program goals and course goals in Blackboard, as well as to relate course goals to program goals, and identify specific course assignments that will be used as evidence that course and program learning goals have been achieved. If this functionality appears to be useful, it will be available to the IIT faculty in Spring, 2013 (when the new version of Blackboard goes live).

Matt noted that it is not yet clear who will have control of this functionality, i.e., whether there will be central office that enters and updates goals, or whether this control will be given to each academic unit. Siva Balasubramanian interjected that many schools have a central Office of Assessment that coordinates and supports assessment efforts across the entire institution.
  - b. *Assessment Subcommittee:* Carol Emmons reported that the Assessment Subcommittee (comprised of Matt Bauer, Scott Morris and Carol Emmons) held a meeting in April with representatives from the academic units. About half of the academic units at IIT were represented at the meeting. Those who attended included units that have strong assessment programs in place, as well as those who are not currently doing any student learning assessment. Attendees were given a copy of the revised accreditation criteria with all references to student learning assessment underlined, and informed about the new accreditation process that includes an interim review in Year 4, and an electronic evidence file and assurance statement. Those who attended expressed the desire for a website to store and share information. Carol Emmons will set up a site in Google Apps for this purpose, and to hold 3-4 events per years (e.g., workshops) in which to develop assessment plans and processes. The Assessment Subcommittee will hold another meeting over the summer with representative of academic units who were unable to

attend the April meeting, and will also meet individually with those who are unable to attend the group meeting.

- c. *Administrative Criteria Subcommittee*: David Baker and Anthony D'Amato reported that the subcommittee members (which includes David Ulaszek) had reviewed the final version of Criteria 1, 2, and 5, and had identified the evidence that will be used to address each criterion. During the summer, members of the subcommittee will meet with the appropriate vice presidents to apprise them of the new criteria and the relevant documents from their areas that will be used as evidence for each criterion.

### 3. Quality Improvement Initiative

- a. *Themes from My Perfect IIT*: Carol Emmons reported that the subcommittee, comprised of Ray Trygstad, Anijo Mathew and herself, had met to review all the ideas submitted to the "My Perfect IIT" website. They identified five themes that encompassed the most ideas and votes (see Attachment 1).
- b. *Next steps for selecting a quality improvement initiative*: Carol Emmons further explained that the subcommittee believes that each theme needs a faculty champion in order to be successful. The faculty champion will put together a team to develop a short (5-page) proposal for a quality improvement initiative to address a specific theme.

Ophir Trigalo argued in favor of expanding the champion role to include staff as well as faculty. There was no dissent to Ophir's suggestion. Mike Gosz offered to recruit champions for themes #1 (Instruction/Advising/Faculty Development) and #3 (Technology Use). Ophir Trigalo offered to work with Mike to recruit a champion for theme #3. Mike also suggested that teams could set up a table at IPRO day (either in the summer or fall), to get feedback from the IIT community to its proposals.

George Schipporeit stated that our dominant focus should remain on themes #1 and #3 because they are priorities in terms of assessment. Anijo Mathew suggested that themes #2, #4, and #5 are also important. There was consensus that theme #2 was important.

David Baker noted that an ongoing initiative to move IIT's sports teams from NAIA to NCAA (Division 3) is intended to re-invigorate campus interest in IIT's sports teams and overall school spirit. David further recommended that we should focus more on themes #2b and #2c. Ray Trystad volunteered to be the champion for theme #2b (Invite guest speakers/foreign dignitaries). Ralph Brill noted that scholastic competitions would do for school spirit at IIT what varsity sports teams do for school spirit at other schools. With respect to them #2c (Participate in/Host scholastic competitions), Ralph Brill suggested a competition to design sports equipment that better protects student athletes.

David Baker noted that themes #4 (Student Services & Housing) and #5 (Campus Appearance and Sustainability) are both complicated and expensive to address. This is why IIT has been burdened with problems in these areas for a long time. David suggested that Siva Balasubramanian and Carol Emmons talk with Provost Alan Cramb about these themes before recruiting any champions to develop proposals for them.

- c. *Communication with IIT Community*: Carol Emmons proposed publishing a paragraph in *IIT Today* describing the next steps with Quality Improvement Initiative to the IIT Community. Carol further proposed forwarding the easier-to-implement ideas to the relevant IIT office. Matt Bauer suggested also publishing the ideas that had been

forwarded and the offices to which these had been forwarded. Ophir Trigalo suggested using a revised “My Perfect IIT” website for this. Carol Emmons will follow up with Evan Venie in Marketing and Communications about revising the My Perfect IIT website for this purpose.

- 4. Summer Activities:** Siva Balasubramanian called the committee members’ attention to the list of activities (below) for each subcommittee to accomplish over the summer 2012.
- a. Quality Improvement Initiative Subcommittee (*Ray Trygstad, Anijo Mathew & Carol Emmons*)
    - i. Work with other committee members to identify faculty and staff champions
    - ii. Support the development of proposals by creating a “Welcome Packet” that orients each team to ongoing efforts related to each theme, and provides guidance for proposal development.
  - b. Technology Subcommittee (*Ophir Trigalo & Matt Bauer*)
    - i. Test new functionality in Blackboard
    - ii. Options for storing digitized evidence documents
  - c. Assessment Subcommittee (*Carol Emmons, Matt Bauer & Scott Morris*)
    - i. Meet with representatives of academic units not represented at the April meeting
    - ii. Create a Site in Google Apps for Student Learning Assessment
    - iii. Plan a Fall assessment activity
  - d. Administrative Criteria Subcommittee (*David Baker, David Ulaszek, Anthony D’Amato*)
    - i. Identify the Vice Presidents whose help is needed to supply the necessary evidentiary documents.
    - ii. Enlist the cooperation and support of the relevant Vice Presidents to provide the necessary evidentiary documents.

Attachment 1

## Selecting a Quality Improvement Initiative

### Accreditation Advisory Committee Meeting

May 7, 2011

#### Themes from My Perfect IIT

1. Instruction/Advising/Faculty Development (843 votes)
  - a. Create a Teaching and Learning Center
  - b. Establish education partnerships with other Chicago universities
  - c. Offer incentives for excellent teaching
2. School Spirit (160 votes)
  - a. Offer varsity sports
  - b. Invite guest speakers/Visiting Dignitaries
  - c. Participate in/Host scholastic competitions
3. Technology Use (428 votes)
  - a. Utilize available technology; establish standards
  - b. Provide printing stations and computers in every major building
  - c. Improve the IIT website
4. Student Services & Housing (609 votes)
  - a. Cheaper/better Food
  - b. Nicer housing
  - c. Simpler and easier business processes
5. Campus Appearance & Sustainability (436 votes)
  - a. Campus appearance
  - b. Building upkeep (“Mies is not untouchable”)
  - c. Policies and research to improve sustainability

#### Next steps for selecting a Quality Improvement Initiative

1. Identify a faculty champion for each major theme.
2. Faculty champion forms a team (which includes users who proposed similar ideas) to develop a proposal for the theme.
3. Deans review and prioritize proposals.
4. President and Provost select one proposal.

#### Next steps for ideas not developed into a proposal

1. Forward idea to the head of the relevant IIT Office
2. Publish a blurb in IIT Today thanking everyone who submitted an idea or voted, and describing next steps.

Attachment 2

*Draft Timeline for Selecting a Quality Improvement Initiative*

5/7/2012

| <b>Steps</b>  | <b>Description</b>   | <b>Timeline</b>                  |
|---|--|----------------------------------|
| <p>Step 1:<br/>Gather ideas</p>                         | <p>The Committee believes that students, faculty and staff should all be involved in this effort. With the help of staff in Marketing and Communications, the Committee established a website within the myIIT portal to gather ideas for the Quality Improvement Initiative. All members of the IIT community were able to submit ideas and vote on ideas submitted by others</p> | <p>March 28 – April 30, 2012</p> |
| <p>Step 2:<br/>Review Ideas &amp; Identify Themes</p>   | <p>The Quality Improvement Initiative Subcommittee will review the ideas and identify 3-5 themes for further development.</p>  | <p>May 1 – May 7, 2012</p>       |
| <p>Step 3:<br/>Identify Faculty Champions</p>           | <p>To have any chance of success, a quality improvement initiative must have faculty champion. The Accreditation Advisory Committee will work together to try to identify at least one faculty champion for each theme identified in Step 2.</p>   | <p>May 8 – June 30, 2012</p>     |
| <p>Step 4:<br/>Recruit Teams &amp; Develop Proposal</p> | <p>The Faculty Champions will recruit teams from among the students, staff and other faculty who submitted ideas related to their chosen theme, and develop a 5-page proposal, following guidelines established by the Accreditation Advisory Committee.</p>   | <p>June – August, 2012</p>       |
| <p>Step 5:<br/>Review &amp; Prioritize Proposals</p>    | <p>The Deans will review and prioritize the 3-5 proposals.</p>   | <p>Sept – Oct, 2012</p>          |
| <p>Step 6:<br/>Select Winning Initiative</p>            | <p>The President and Provost will select the winning proposal.</p>   | <p>November, 2012</p>            |
| <p>Step 7:<br/>Submit Proposal to HLC</p>               | <p>The Accreditation Advisory Committee will forward the winning proposal to the Higher Learning Commission for approval.</p>  | <p>January, 2013</p>             |