

Meeting Notes

Accreditation Advisory Committee Meeting

October 4, 2012 - President's Conference Room, Suite 1900 IIT Tower

Participants: Siva Balasubramanian (Chair, Stuart School of Business), Matt Bauer (College of Science & Letters), Russell Betts (College of Science & Letters), Ralph Brill (Chicago Kent College of Law), Carol Emmons (Staff Lead, Institutional Research), Alan Mead (Psychology), Jamshid Mohammadi (Graduate College), George Schipporeit (Architecture), Kristin Standaert (IIT Libraries), Ophir Trigalo (Office of Technology Services), Phil Troyk (Armour College of Engineering), Ray Trygstad (School of Applied Technology), John Twombly (Stuart School of Business), David Ulaszek (Office of Finance)

1. **Welcome and Introduction of New Member:** Siva Balasubramanian introduced and welcomed John Twombly from the Stuart School of Business to the Committee. John is replacing Suzanne Weiss on the Committee.
2. **Subcommittee Strategy**

Siva Balasubramanian explained that the Committee's main focus during the 2012-13 academic year will be the Quality Improvement Initiative, assessment of student learning and the administrative criteria (i.e., Criteria numbers 1, 2 and 5) for accreditation. To continue making progress in each of these areas, a subcommittee will be formed for each area and each subcommittee will be asked to identify its goals for the year and develop a plan for meeting those goals. The plans are to be shared at the November meeting of the Accreditation Advisory Committee. Siva explained that this strategy was informed by conversations with "Pioneer Institutions" (i.e., the institutions in which the HLC pre-tested its new accreditation process) about approaches that worked well.

Siva announced that Provost Alan Cramb will attend the Committee's meeting on December 6, 2012. This meeting will focus on specific tasks, timelines, milestones and resources the Committee needs to progress toward successful reaffirmation of accreditation. Provost Cramb has also asked Siva to prepare a chart that describes the work to be done and accomplishments to date.

3. **Proposed Subcommittee Goals for 2012-13 Academic Year**

STUDENT LEARNING ASSESSMENT SUBCOMMITTEE

In the area of student learning assessment, we should have a minimum of two full years of data collection completed for each and every IIT degree program by the time the accreditation site visit occurs in 2016. To achieve this, the Assessment Subcommittee will need to work this academic year to get every academic unit to establish at least a simple assessment process (program-level learning goals, objectives and rubrics) for each one of their degree programs.

Jamshid Mohammadi mentioned that the previous NCA visit in 2006 did not focus on all academic programs. Discussion then focused on IIT schools/colleges that were also subject to

unit-level accreditation. These include Armour College (ABET), Chicago Kent Law (ABA), Stuart School of Business (AACSB), College of Architecture (NAAB), College of Psychology (CORE/APA accreditation of some programs). Ray Trygstad indicated that School of Applied Technology may seek ABET accreditation in future. There was consensus that some of these accreditation agencies may impose unique learning assessment procedures, so NCA learning assessment practices should accommodate those requirements. For IIT units that were not subject to unit-level accreditation, the experience of Pioneer institutions suggests that it is best to develop a simple set of program-level learning goals and a simple assessment instrument (i.e., objectives and rubrics) built around those goals. Members also felt strongly that all programs at both undergraduate and graduate levels should prepare learning goals and assess learning outcomes to fulfill NCA/HLC criteria/requirements.

Russell Betts reminded the group about the university restructuring that is scheduled to take place in Fall 2013 and said that we should organize the work in terms of the new structure.

Ophir Trigalo asked that the schedule include sufficient time for implementing a software system, such as Blackboard, to support assessment. Carol Emmons stated that the feedback from Pioneer Institutions indicates that it is better to wait to implement assessment support software until after establishing a manual process, in order to be better informed about exactly what functionality you need and want from technology solution. Russell Betts added that his experience with this at UIC taught him that it is also important to establish some consistency across academic units with respect to assessment practices before trying to implement a technology solution.

Phil Troyk observed that ABET is currently focused on continuous improvement, and that all institutions are struggling to come up with efficient, effective and sustainable assessment processes that lead to continuous improvement of their undergraduate engineering programs. For effective assessment of learning outcomes, Phil stated that we need faculty buy-in with whatever process IIT decides to use.

There was general agreement among committee members that a permanent and consistent infrastructure needs to be established to provide central support to the assessment processes in the academic units. Phil Troyk summed up the sentiments of the Committee when he said, "Assessment has to be someone's job."

The following are the proposed 2012-13 goals for the Assessment Subcommittee:

- A. Perform a Gap Analysis of current assessment practices for each degree program at IIT versus what the new HLC criteria require.
- B. Establish a process for centrally collecting assessment data from the academic departments for each degree program in both the Fall and Spring semesters.
- C. Work with academic departments to ensure that by April 2013 every degree program in every academic department has documented learning goals.
- D. Obtain agreement from every academic department with conducting at least a simple and sustainable process of student learning assessment beginning in Fall 2013. The goal is to collect evidence of learning assessment for at least two years for every program offered at IIT, before the NCA Team visit to IIT in 2016.

QUALITY IMPROVEMENT INITIATIVE SUBCOMMITTEE

The following are the proposed 2012-13 goals for the Quality Improvement Initiative Subcommittee:

- A. Identify faculty champions
- B. Work with faculty champions to develop proposals
- C. Work with deans to review and rank proposals
- D. Work with the President and Provost to select one or more Quality Improvement Initiative
- E. Oversee the launching of the initiative

ADMINISTRATIVE CRITERIA SUBCOMMITTEE

David Ulaszek gave an update on the Administrative Criteria Subcommittee's work to date. The subcommittee has divided up the requirements appropriately among the three subcommittee members. David was surprised to see how much the requirements have changed since IIT's last site visit in 2006. Most of the evidentiary items consist of documents that are produced on a regular basis. David Baker, another subcommittee member, is also a member of the President's Council and has made this group of Vice Presidents aware of the requirements.

The Administrative Criteria Subcommittee should set its own goals for the 2012-13 academic year, and report back to Committee in November about what these goals are and the subcommittee's plan for attaining these goals.

4. Subcommittee Tasks for November Meeting

The following are the subcommittee tasks to be accomplished before the November meeting of the IIT Accreditation Advisory Committee:

- A. Choose a chair for the subcommittee
- B. Agree on a meeting schedule that involves at least one meeting per month
- C. Develop a plan for accomplishing the 2012-13 goals listed above

5. Subcommittee Membership

The membership of each subcommittee appears below.

- A. Student Learning Assessment
 - i. Matt Bauer
 - ii. Ralph Brill
 - iii. Carol Emmons (Chair)
 - iv. Alan Mead
 - v. Ophir Trigalo
 - vi. Phil Troyk
 - vii. John Twombly
- B. Quality Improvement Initiative

- i. Anijo Mathew
- ii. Mike Gosz
- iii. George Schipporeit
- iv. Ray Trygstad

C. Administrative Criteria

- i. David Baker
- ii. Anthony D'Amato
- iii. David Ulaszek

Siva Balasubramanian looks forward to working closely with the chairs of each subcommittee. Siva may participate in some meetings of each subcommittee, if the subcommittee chair suggests such participation is appropriate.

6. Next Meeting

Because Carol Emmons will be attending Peer Reviewer training on November 1, the Committee agreed to postpone the November meeting to Thursday, November 8 at 10 am. The meeting location is still to be determined.