

MEETING NOTES for Assessment Subcommittee

October 17, 2012

Subcommittee Members Present: Matt Bauer, Ralph Brill, Carol Emmons (Chair), Alan Mead, Ophir Trigalo, Phil Troyk.

Subcommittee Members Not Present: John Twombly (teaching)

Also Present: : Siva Balasubramanian

1. Role of Assessment Subcommittee: We agreed that the role of the Assessment Subcommittee is the following:

- a. To communicate expectations regarding student learning assessment to the Deans and faculty.
- b. To establish a process to monitor and report on student learning assessment activities across the university.
- c. To establish a process for sharing best practices in student learning assessment across the university.

(Note that assessment of Undergraduate general education is responsibility of UG Studies Committee.)

2. Guiding Principles for Student Learning Assessment at IIT:

- a. A student learning assessment process must be continuous in order to be successful.
- b. Faculty acceptance of the importance and benefits of conducting student learning assessment is essential for a student learning assessment process to succeed and be sustainable.
- c. Data collected for the purpose of student learning assessment should not be used to evaluate individual faculty for promotion or tenure.
- d. Each college should be the architect of its student learning assessment process.

3. Subcommittee Goals for the 2012-13 Academic Year: the current academic year will be used to communicate expectations and establish a reporting process for assessment activities so as to be able to complete two years of data collection (i.e., in 2013-14 and 2014-15) before IIT's next accreditation site visit in 2016. Therefore, the goals for this year are to:

- a. Create a communication plan for student learning assessment which may include email communications to the Deans and Faculty, communication with the Faculty Council and presentations at Faculty meetings.
- b. Design a process to monitor and report on student learning assessment activities across the university (to be completed in draft form by December, 2012).
 - i. Determine the data to be collected from the Deans about assessment activities in their college.
 - ii. Determine the schedule on which the data are to be collected from the Deans.
 - iii. Design a report template for the Deans to use to report on assessment activities.
 - iv. Request feedback from the Deans on the draft report template.
- c. Pre-test the reporting process during the Spring, 2013 term.
- d. Design a process for sharing best practices for student learning assessment across the university.
- e. Determine how to get the acceptance (i.e., “buy-in”) of the faculty for conducting student learning assessment and using the results to continuously improve IIT’s academic programs.

4. Meeting Schedule: the Subcommittee agreed to conduct three 2-hour meetings before the end of the Fall term. Carol Emmons will conduct a Doodle Poll to identify the timeslots during which the greatest number of subcommittee members are available.

5. Action Items:

- a. Create a Doodle Poll to identify the best times for 3 meetings during the Fall semester and schedule those meetings (Carol Emmons).
- b. Arrange to make a presentation of the work of this subcommittee at the next Faculty Council meeting (Siva Balasubramanian).
- c. Schedule an announcement at the Fall 2012 University Faculty meeting about our accreditation-related agenda items including Assessment. (Siva Balasubramanian).

