

Meeting Notes

Accreditation Advisory Committee Meeting

Thursday, January 10, 2013, 10:00 am, President's Conference Room, Suite 1900 IIT Tower

Participants: Russell Betts (*College of Science & Letters*), Siva Balasubramanian (Chair, *Stuart School of Business*), Matt Bauer (*College of Science & Letters*), Carol Emmons (*Staff Lead, Office of Institutional Research*), Walter Hazlitt (*General Counsel's Office*), Noreen Kozak (*Provost's Office*), Jamshid Mohammadi (*Graduate College*), George Schipporeit (*College of Architecture*), Phil Troyk (*Armour College of Engineering*), John Twombly (*Stuart School of Business*), Charles Uth (*Galvin Library*), James Meyer (Associate CIO).

1. Welcome and Introductions

Siva Balasubramanian welcomed Walter Hazlitt from the General Counsel's office, who was standing in for Anthony D'Amato. Each participant introduced himself or herself to Walter.

2. Approval of Meeting Notes from 12/6/12 Meeting

Siva Balasubramanian asked whether anyone had any changes to the meeting notes from the December 6, 2012 meeting. There were no changes. Siva asked whether anyone wished to move that the meeting notes from December 6, 2012 be approved. George Schipporeit made the motion and Russell Betts seconded the motion. A voice vote was taken, and the meeting notes for December 6, 2012 (emailed to members prior to today's meeting) were unanimously approved.

3. Subcommittee Reports

Quality Improvement Initiative Subcommittee

Siva Balasubramanian reviewed the status of the Quality Improvement Initiative, which is that two proposals have been submitted and approved by the subcommittee for forwarding on to the Deans. The proposals will be presented at the next Dean's Council meeting, which will take place in two weeks. Noreen Kozak agreed to put this item on the agenda for the Dean's Council meeting, and also the Spring Faculty meeting. Russell Betts noted that work on the IIT Strategic Plan may affect the form of the Quality Improvement Initiative. Those present agreed that the Quality Improvement Initiative should be consistent with IIT's Strategic Plan.

Student Learning Assessment Subcommittee

Carol Emmons reported that the Assessment Subcommittee has been meeting and focusing on three activities: working through the deans to identify the faculty assessment coordinators for every degree program in the university (both undergraduate and graduate), designing a survey to be administered to the faculty assessment coordinators to monitor assessment activities each fall and spring semester, starting with Fall 2013, and creating a presentation for faculty about accreditation and assessment which will be delivered at department meetings during the Spring 2013 semester.

Siva Balasubramanian noted that an effective strategy pursued by Pioneer Institutions is to keep the assessment process as simple as possible, and to provide academic units with simple

templates to use. Russell Betts said that he supported the template approach. Russell suggested abstracting 2-3 common goals from IIT's Mission Statement, and then asking each program to add 2-3 program-specific goals. Phil Troyk noted that using the same template across the university would result in a common data set which, in turn, would make it easier to summarize assessment data for the university as a whole and also make internal comparisons. George Schipporeit observed that the focus in the new HLC accreditation criteria on student learning assessment is a great way to improve the university.

Jamshid Mohammadi interjected that IIT needs to devote some resources to surveying alumni. Phil Troyk thought it would be more informative to survey the employers of our alumni, but noted the difficulty of doing this. Subsequent discussion noted that many pioneer institutions are pursuing learning assessment for the first time. Given the current stage of development, the HLC is not expecting institutions to establish very expensive and elaborate assessment processes, but rather to have simple and sustainable processes for every degree program the institution offers.

Carol Emmons announced that two faculty from the College of Science and Letters (Maria Tanner and Al Glodowski) have volunteered to attend the HLC student learning assessment workshop on February 20-22, 2013. The Provost agreed to fund 3 faculty to attend and since the participants from IIT will work as a team at the workshop, Carol suggested that the third faculty member also come from the College of Science and Letters. Matt Bauer offered to talk to Gady Agam in Computer Science about attending. Carol Emmons will send Matt the information about the workshop to share with Gady.

Administrative Criteria Subcommittee

None of the members of the Administrative Criteria Subcommittee were present. Updates from this subcommittee will be discussed at the next meeting.

4. Other topics

HLC Annual Conference, April 5-9, Hyatt Regency Chicago

Carol Emmons announced that the HLC Annual Conference will be taking place in Chicago in April. Last year, the Provost offered to fund up to three Committee members to attend the conference. Noreen Kozak agreed that the Provost would do the same this year. Siva Balasubramanian indicated that it would be useful if all committee members had an opportunity to attend this annual conference at least once before the NCA visit in 2016. Siva, Carol and Matt attended the conference last year. He encouraged other members to consider attending this year. Anyone who is interested should let Siva Balasubramanian or Carol Emmons know.

Discussion Items for John Anderson's Meeting with Sylvia Manning

Siva Balasubramanian stated that President John Anderson plans to meet Sylvia Manning, President of HLC in January. President Anderson requested Siva Balasubramanian to discuss with the Committee and prepare appropriate questions or items that would be helpful for his meeting. Potential topics suggested by committee members include:

- What are the "hot button" issues for the HLC?
- What is the ideal composition of the NCA team that visits our campus?
- How can the University's Strategic Plan process and its integration into our preparation for NCA accreditation be improved based on experiences of "Pioneer" universities that are currently undergoing NCA accreditation?

- The university conducts college/school-level reviews periodically that includes elements of a 'self-study' process. Some of our schools also undergo periodic accreditation reviews. From the HLC perspective, what approaches will help us integrate such reviews into our preparation for NCA accreditation visit?
- What is the HLC's expectation regarding student learning assessment for new programs?

Committee members noted that President Anderson's meeting with Sylvia Manning presents an opportunity for us to engage HLC at the highest level in order to prepare for the NCA accreditation visit in 2016.

5. Spring 2013 Meeting Schedule

The Committee members agreed to meet on the first Thursday of each month during the Spring 2013 semester, at 10 am in the President's Conference Room. The meeting dates will be: February 7, March 7, April 4, and May 2.