

Meeting Notes

Accreditation Advisory Committee Meeting

Thursday, February 14, 2013, 10:00 am, President's Conference Room, Suite 1900 IIT Tower

Participants: David Baker (*External Affairs*), Siva Balasubramanian (Chair, *Stuart School of Business*), Ralph Brill (*Chicago-Kent College of Law*), Carol Emmons (*Staff Lead, Office of Institutional Research*), Mike Gosz (*Undergraduate Affairs*), Walter Hazlitt (*General Counsel's Office*), Noreen Kozak (*Provost's Office*), Anijo Mathew (*Institute of Design*), Jim Meyer (*Office of Technology Services*), Jamshid Mohammadi (*Graduate College*), George Schipporeit (*College of Architecture*) Ray Trygstad (*School of Applied Technology*), John Twombly (*Stuart School of Business*), David Ulaszek (*Office of Finance*), Charles Uth (*Galvin Library*).

1. Approval of Meeting Notes from 1/10/13 Meeting

Siva Balasubramanian opened the meeting by asking for approval of the meeting notes from the last meeting on January 10, 2013. Siva asked whether anyone had any changes to the meeting notes. There were no changes. Siva then asked whether anyone wished to move that the meeting notes from January 10, 2013 be approved. Carol Emmons made the motion and Jamshid Mohammadi seconded the motion. A voice vote was taken, and all those present voted in favor of approving the version of the meeting notes distributed by Siva prior to today's meeting.

2. Discussion at the February 2013 University Faculty Council Meeting

Siva Balasubramanian and Phil Troyk discussed our Committee's activities at the February meeting of the University Faculty Council. At that meeting, Provost Cramb reiterated his full support for our Committee and its agenda going forward.

The discussions primarily focused on the accomplishments of the Committee last year, and our progress with regard to the Quality Improvement Initiative Proposals and the Assessment of learning outcomes for all academic programs offered at IIT. Members of the Faculty Council were requested to inform faculty in their respective academic units about these developments. Over the next year, they were asked to especially encourage active faculty participation in establishing program-specific objectives, goals and rubrics.

3. Breakfast Meeting with Sylvia Manning, President of HLC

President Anderson, Provost Cramb and Siva Balasubramanian attended a breakfast meeting with Dr. Sylvia Manning, President of HLC in early February. Dr. Manning expounded on the revised Criteria, including the Assumed Practices and Obligations of Membership (both of which are found in HLC's Revised Criteria document). Examples of Assumed Practices include: (a) the process and length of an incoming phone call to the University before the caller encountered a knowledgeable human person who could help; (b) are all the faculty who teaching in an academic program listed on the program's website, along with a detailed description of their professional qualifications and interests; (c) is information shared publicly on the website about the institution's accreditation status.

Dr. Manning mentioned that although the accreditation team visit to IIT campus will occur in early 2016, IIT's Accreditation report document should be submitted in Fall 2015. This indicates that our Committee will have only two years (2013-2014 and 2014-2015) for collecting evidence on assessment of students' learning outcomes.

George Schipporeit asked about the HLC's position regarding the use of online lectures (MOOCs) such as those offered by third parties like Coursera, in classroom-based courses. Carol Emmons responded that the HLC has not made a determination on this. The question is, at what point is a third party providing too much of the content for a course that a university is granting the credit for? There was general agreement that IIT needs a policy regarding how much course content can be obtained from third-party sources. Noreen Kozak noted that the IIT Online Steering Committee is part of the strategic planning process.

Ralph Brill mentioned that ABA has approved online courses, including computer-assisted learning assignments that are not reckoned as distance learning.

Siva Balasubramanian noted that, in response to a question whether online courses offered by IIT in locations abroad would be of interest to HLC, Dr. Manning noted that HLC's accreditation focus will primarily center on the domestic campuses, unless the online courses offered abroad were a recent development at IIT.

4. Subcommittee Reports

Quality Improvement Initiative Subcommittee

Siva Balasubramanian thanked the members of the Quality Improvement Initiative subcommittee for their work on developing proposals for the Dean's Council. Two proposals, the First-year Student Experience project and the 6-year Graduation Rate project, were presented at the last Dean's Council meeting by Siva Balasubramanian, Ray Trygstad and Charles Uth. Both proposals were approved by the Deans for consideration by the President and Provost. Ray Trygstad and Charles Uth noted that the Deans had recommended several changes to the First-year Experience proposal, including the addition of a speaker series and the inclusion of all new students (including transfer, visiting and exchange students). These changes have been incorporated into the revised version of the first proposal focused on the First-year Student Experience.

George Schipporeit asked whether IPRO can be moved to students' first semester beginning this Fall (i.e., Fall of 2013). Mike said that this could be pilot-tested with one IPRO section in the Fall. This would need approval from the Undergraduate Studies Committee, but Mike thinks it would be very popular among students. George felt that this has great marketing potential/value for IIT.

Mike Gosz announced that the upgrade to Degree Works, a software system that is critical to the implementation of the 6-year Graduation Rate proposal, is already underway and may be at a point by Fall that will allow incoming students to create their 4-year plans. Mike noted that Academic Affairs has the ability to create many templates. Students can then be locked into one such template, but the student will have the opportunity to start a new plan although this might delay his/her graduation.

Siva Balasubramanian will work with the Quality Improvement Initiative Subcommittee to package/integrate the proposals according to the template provided by the Higher Learning Commission (see document attached), and forward that document to the Provost.

Student Learning Assessment Subcommittee

Carol Emmons reported that the Assessment Subcommittee launched its first bi-annual survey of faculty assessment coordinators this week. The subcommittee worked as a team to assemble a list of the faculty coordinators for every degree program at IIT and to design a survey to capture data about student learning assessment that took place in Fall 2012. After three days in the field, there are completed surveys for 17 of the 156 degree programs, an 11 percent response rate.

Carol also reported that subcommittee members will be attending department faculty meetings during the Spring semester to talk directly to faculty about the new HLC accreditation process and criteria, and how student learning assessment fits into this process. The Assessment subcommittee also hopes to conduct one Assessment Workshop this semester about student learning assessment. Finally, three IIT faculty (Al Glodowski from Physics, Maria Tanner from Chemistry and Andy Howard from Biology) will be attending an HLC Assessment Workshop on February 20-22.

Siva Balasubramanian reiterated that the Assessment subcommittee needs to quickly develop a template assessment document that could be widely used on campus by academic units that did not previous experience with learning assessment. This is very important especially because, as noted earlier, the Committee can collect evidence on students' learning outcomes for only two years.

Administrative Criteria Subcommittee

David Baker reported that work is well underway on the update to the IIT Strategic Plan. This update will extend the plan through 2016 (the year of the HLC site visit), According to David, the process being used to update the Strategic Plan meets the HLC criteria of inclusivity and will be fully accomplished this year. David noted that the environment in which IIT's next evaluation will occur is much different than it was during our last evaluation in 2006. Namely, there is much more emphasis on accountability and a great deal more government scrutiny of higher education.

5. Other topics

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

Siva Balasubramanian reminded those present that the HLC Annual Conference will be taking place in Chicago in April, and that the Provost will fund up to three Committee members to attend the conference. Siva would like every member of the IIT Accreditation Advisory Committee to attend this conference at least once. Charles Uth, George Schipporeit and David Ulaszek each expressed an interest in attending this year's conference.

6. 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: March 7, April 4, and May 2.