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# *Meeting Notes*
## Accreditation Advisory Committee Meeting
Thursday, March 7, 2013, 10:00 am, President's Conference Room, Suite 1900 IIT Tower

*Participants*: Siva Balasubramanian (Chair, *Stuart School of Business*), Russell Betts (*College of Science & Letters*), Matt Bauer (*College of Science & Letters*), John Dorr (*Galvin Library*), Carol Emmons (*Staff Lead, Office of Institutional Research*), Walter Hazlitt (*General Counsel's Office*), Anijo Mathew (*Institute of Design*), Jim Meyer (*Office of Technology Services*), George Schipporeit (*College of Architecture*), John Twombly (*Stuart School of Busin*ess), David Ulaszek (*Office of Finance*), Charles Uth (*Galvin Library*).

1. Approval of Meeting Notes from 2/14/13 Meeting

   Siva Balasubramanian opened the meeting by asking for approval of the meeting notes from the last meeting on February 14, 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 February 14, 2013 be approved. David Ulaszek made the motion and Charles Uth 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. Subcommittee Reports

   *Quality Improvement Initiative Subcommittee*

   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 and forward that document to the Provost.

   *Student Learning Assessment Subcommittee*

   Carol Emmons reported that there are currently completed assessment surveys for 40 (25%) of the 156 degree programs at IIT for Fall 2012. Carol will send the names of those faculty assessment coordinators who have not yet completed a survey to their college representative on the Accreditation Advisory Committee. Accreditation Advisory Committee members are then asked to follow up with the faculty assessment coordinators in their college.

   Carol also reported that subcommittee members are 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. To date, subcommittee members have attended a faculty meeting in 6 of the 19 academic units. Presentations have been scheduled in 5 other units. There are still 8 units in which a presentation has not yet been made or scheduled. The subcommittee's goal is to present to the faculty in all academic units by the end of the Spring 2013 semester.

Carol also shared feedback from the three IIT faculty (Al Glodowski from Physics, Maria Tanner from Chemistry and Andy Howard from Biology) who attended the HLC Assessment Workshop on February 20-22. These faculty felt the workshop was worthwhile and noted that, "Assessment of student outcomes achievement is THE most important component of the evaluations that HLC will do prior to our next accreditation." They also noted that all the other schools participating in the workshop had staff dedicated to assessment, and thought that IIT's lack of even one dedicated staff person may cost us credibility with the HLC. Several suggestions were made, including the request to the Provost that an administrative apparatus should be set up to coordinate routinized assessment tasks and follow up.

Given that we currently do not have dedicated staff to manage/follow up the assessment tasks, Siva suggested that this role could be performed within each college by the Associate Dean. Russell Betts said that this would work in CSL.

Siva urged the Assessment Subcommittee to develop a template for use by academic programs that have no prior experience doing assessment, and to conduct a workshop with faculty in these programs before the end of the Spring term. Siva further suggested that one of the faculty who participated in the HLC workshop give a presentation at the in-house workshop. Finally, Siva requested John Dorr to describe the newly established IIT Digital repository. John Dorr indicated that this repository was designed to handle a range of functions. A possible function for the IIT Digital repository may include the maintenance of digitized assessment-related evidence for all campus units.

Anijo Mathew asked that the subcommittee distribute a flowchart showing what the subcommittee expects of the academic units in terms of conducting and reporting on assessment activities.

*Administrative Criteria Subcommittee*

David Ulaszek reported that there were no updates from the Administrative Criteria Subcommittee.

3. Other topics

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

   Charles Uth, George Schipporeit, David Ulaszek and Carol Emmons will be attending this year's meeting. Committee members with specific interests should contact one of these members to ask them to try to obtain information about these topics at the meeting.

4. Next Meeting

   The next meeting will be April 4, 2013.