

(Draft) Meeting Notes
Accreditation Advisory Committee Meeting

Thursday, December 12, 2013, 2 pm, President's Conference Room, 19th floor, IIT Tower

Participants: Siva Balasubramanian (Chair, *Stuart School of Business*), Carol Emmons (*Director of Assessment*), Noreen Kozak (Office of the Provost), Alan Mead (Lewis College), James Meyer (*Office of Technology Services*), John Twombly (*Stuart School of Business*), Charles Uth (*Galvin Library*),

1. Approval of Draft Meeting Notes from 11/14/2013 Meeting

The meeting notes document (previously distributed) was approved unanimously.

2. HLC announcements:

Siva noted that HLC has launched a new Academy to address Student Persistence and Completion. This Academy is designed to build institutional capacity to improve persistence and completion of students by focusing on effective collection of data, evaluation and improvement of current strategies, and the development of new strategies. This new Academy is modeled after the Commission's Academy for Assessment of Student Learning. The former is a four-year sequence of activities to help build institution-wide commitment to student persistence and completion. The deadline for submitting a proposal on Student Persistence and Completion is February 7, 2014.

3. Subcommittee Reports –

Student Learning Assessment Subcommittee

Carol indicated that this subcommittee's goals included: training faculty assessment coordinators, obtaining learning goals and collecting curriculum maps (for each academic program).

The accomplishments thus far include: 67% of faculty identified as assessment coordinators have been trained, acceptable learning goals were obtained for 95% of our academic programs, and acceptable curriculum maps were collected for 54% of programs. The goal is to collect assessment measures for all programs by the end of January. An assessment template will be sent out to all the chief assessment coordinators.

All the chief assessment coordinators have been very helpful. The end-January deadline is a very important milestone. It is an essential step to collect assessment data for every academic program on campus before the end of Spring 2014. Siva noted that the end-January deadline will provide a few weeks of buffer time (to implement any additional revisions as needed) so that those changes to the assessment plan are reflected in the assessment data collected in Spring 2014.

Carol noted that what is needed from each program is a clear identification of measures that are related to each learning goal.

John Twombly observed that this approach could be challenging for his undergraduate program, because 80% of his instructors are adjuncts. Jamshid noted that more training is needed to get the adjuncts on board. Adjuncts should be given a template ahead of time that specifies all the assessment measures they are expected to use. These measures should be explained to adjuncts very early in the semester. Jamshid will share more details on this approach with committee members.

HLC has recommended that assessment data should be collected from adjuncts before the end of each semester (just in case an adjunct does not return to teaching in following semesters). Additionally, Siva

noted that assessment data for any given semester cannot be collected in a future semester. So adjuncts need to be engaged about assessments during the semester.

Carol provided an update on the Assessment system. The subcommittee found that it is hard to choose a vendor for the system based on the information that the committee has. LiveText has been eliminated from consideration. It is likely that, given the widespread familiarity with BlackBoard, that BlackBoard will be considered favorably. But other vendors will also be considered.

Jim and Carol are currently coordinating vendor visits to campus. It is desirable that one member from each academic unit should attend the vendor presentations.

Alan observed that, even if the chosen system appears desirable, it is possible that users of the system may need help from resource person(s) on our campus. Carol is the current resource person on campus.

Alan asked if we have any information about experiences of other schools with regard to systems-related support resources. If other schools rely on dedicated staff that are available to help, that would be very useful to know. Alan noted that Phil Troyk has advocated for such a resource before, and observed that there is a tradeoff between the cost of the system and investing in people who will support the system usage on campus.

Alan also asked if we have information on current usage levels of BlackBoard on campus. Jim responded that efforts are under way to improve usage of Blackboard on campus. OTS does a periodic survey of students.

Siva observed that Provost Cramb has been informed about the resources needed for the Assessment system (currently, this is a place-holder item on the budget).

QII Subcommittee

Charles described the activities of the QII subcommittee. A recent meeting (with Chris White, Ray Trygstad, Charles Uth, Siva Balasubramanian, Carol Orze and John Leever) noted that the integrated QII proposal was aligned with the undergraduate first year proposal, after elements in the former that were linked to the IPRO brand were removed. Siva observed that the full committee has always felt that there has to be true integration between the two versions of the QII proposals that were previously discussed.

Committee members requested Charles to distribute a copy of the undergraduate first year proposal.

Charles then indicated that his subcommittee will work on a new proposal on "Student Persistence and Completion" such that is well coordinated with the QII proposal.

Carol observed that the academies within HLC function like support groups. They focus on sharing experiences and best practices that provide a structure. Having that structure of periodical meetings will help IIT's proposals to succeed as well. Noreen asked if the new proposal on improving Student Persistence is geared to improve graduation rates. It is indeed focused on this outcome. Noreen suggested that Mike Gosz should be involved in this effort as well.

Siva noted that the structure of HLC's new academy on Student Persistence is aligned with similar structures at other regional accrediting bodies.

Jamshid asked if HLC wants only one proposal. It appears that HLC will entertain one proposal for Student Persistence from each institution.

Administrative Criteria Subcommittee

Updates from the Administrative Criteria subcommittee will be discussed in future meetings.

Other topics

Siva observed that the Registrar's office has determined that Wednesdays (between 3:30 and 5 pm) do not pose conflicts with committee members' teaching schedules. It was decided that the committee will meet on the last Wednesday of each month during this time slot in the Spring 2014 semester.

Meeting adjourned.