

(Draft) Meeting Notes
NCA Accreditation Advisory Committee Meeting
Wednesday, March 26, 2014, 3:30 pm, Conference Room, 14th floor, IIT Tower

Participants: Siva Balasubramanian (Chair, *Stuart School of Business*), Carol Emmons (*Director of Assessment*), Anijo Matthew (*Institute of Design*), James Meyer (*Office of Technology Services*), Phil Troyk (*Armour College*), John Twombly (*Stuart School of Business*), Devin Savage (*Galvin Library*), Charles Uth (*Galvin Library*).

1. ***Approval of Draft Meeting Notes from 2/26/2014 Meeting***

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

2. ***Items from last NCA visit report in 2006:***

Carol mentioned that HLC's Sunil Ahuja has emphasized the importance of complying with recommendations from the last visit of HLC. Phil enquired if the new HLC accreditation process mandates us to deal with the remnants from the old process (recommendations from the 2006 visit). Siva noted that although the HLC process has changed, there is an element of continuity in that if there are identified issues from the previous HLC visit, we need to demonstrate progress on those.

Carol prepared a document summarizing recommendations from the NCA visit report in 2006. One item that stood out required IIT to systematically track faculty retention, as part of efforts on diversity. To address this, we need to monitor faculty race data. Carol mentioned that data does not appear on Banner for several faculty, and this has to be self-reported.

All comments from the 2006 HLC visit about diversity were about race, and not about gender. Phil pointed out that we have made progress on diversity on race since 2006. Siva asked whether Human Resources could provide this data. Phil suggested that we could conduct a survey with an opt out feature. Devin suggested that approaching HR is a good idea. Anijo remarked that all we need to demonstrate that progress on recruitment of minority faculty has been made since 2006. Tracking mechanisms should document the reasons for faculty leaving the university. Phil asked if we can modernize the definition of diversity to include both race and gender. Jim suggested that we consult with the director of minority affairs that was recently hired. (Subsequent to the meeting, Phil checked with General Counsel Anthony D'Amato who confirmed that IIT collects diversity information from each of our new faculty hires, and that this data is available in his office).

Members agreed that other recommendations on the HLC 2006 visit report can easily be addressed.

3. ***Strategic Plan, HLC accreditation criteria and Assignment of writing assignments re: HLC Assurance document –***

Matt Bauer suggested that we take a close look at the IIT Strategic Plan as we prepare the HLC Assurance document. Carol said this plan must inform writing assignments involving the HLC Assurance System. Siva mentioned that access to this System is now available to all subcommittee chairs. Carol suggested that we could organize the writing assignments by HLC Accreditation criteria.

Siva noted that HLC requires participation in a training webinar about HLC Assurance System before a user is allowed to access the HLC Assurance System. As previously communicated by

Siva a few months ago, this 75 minutes-long webinar can be accessed at <http://ncahlc.org/assurancevideo/AA-Open-October-Training/AA-Open-October-Training.html>.

Siva reminded members to complete the Webinar on the HLC Assurance System.

The discussion then turned to HLC Criteria for accreditation. Carol suggested that HLC's Criterion 3 – which focuses on curriculum and faculty – should be addressed by a group of faculty members on the committee. HLC criteria 1, 2 and 5 are best addressed by the Administrative Criteria subcommittee. The Assessment subcommittee could address the part of the document involving HLC criterion 4.

Finally, Sunil Ahuja suggested during his visit that there is an introduction part and a conclusion part for the Assurance document, so those parts need to be assigned as well to specific individuals.

4. ***Subcommittee reports:***

Student Learning Assessment Subcommittee

Carol Emmons indicated that 75 programs had submitted assessment plans thus far, and that 70% of those plans met expectations. This means that approximately one half of all academic programs on campus have approved assessment plans.

Jim has started negotiated with BlackBoard, so we are moving toward BlackBoard as the Assessment Management System.

Quality Improvement Initiative – Proposal for HLC's Academy of Student Persistence and Completion:

Charles discussed the Quality Improvement Initiative proposal to be submitted to HLC's Academy for Student Persistence and Completion. Siva mentioned Kathy Bijak at HLC indicated that IIT should submit this proposal before the end of May. So we have the opportunity to vote on this proposal at the next meeting on April 30. Charles agreed to prepare a word copy of the proposal document to facilitate review/revisions by member before the next meeting.

5. ***Other topics:***

None.

Meeting adjourned.