



## MEMORANDUM

DATE: February 28, 2017

TO: OPA File

FROM: Betty Ann Thomas, Administrator for Faculty Credentialing

CC: Dr. Darryl James, Vice Provost for Institutional Effectiveness  
Dr. Jennifer Hughes, Director for the Office of Planning & Assessment  
Dr. Craig Morton, Associate Director for the Office of Planning & Assessment  
Rebecca Fletcher, Administrator for Student Learning Assessment  
Kahlie Callison, Administrative Assistant

SUBJECT: Yearly Report for SACS Comprehensive Standard 3.5.4

OPA has determined a suitable yearly process to document compliance with SACS Comprehensive Standard 3.5.4: “At least 25 percent of the discipline course hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline, or the equivalent of the terminal degree.” [Note: this standard may be changing with SACS notice given January, 2017 of 3.5.4 being “clarified, revised, defined, expanded or studied” as noted on the SACS website <http://sacscoc.org/PrinciplesComments.asp>. However, OPA anticipates the standard should continue to be documented until otherwise advised.]

A detailed process for collection of data for 3.5.4 has been outlined in the document, “Preparation of the Yearly 3.5.4 Report” which is attached to this memorandum. OPA believes the best time to gather this information is at the beginning of each fall semester. Preparation of data needed will begin the summer before. Therefore, the first report will be presented about October, 2017. A detailed timeline is included in the preparation document.

Questions about this process can be directed to Betty Ann Thomas.

## Preparation of the Yearly 3.5.4 Report

Step 1: Print “Program Inventory” from THECB website

Step 2: Compare program degree information from Step 1 with that found in TTU’s TracDat. Make updates as necessary.

Step 3: Take Steps 1 and 2 information and prepare a Word document which includes “Applicable Terminal Degree(s)” for each degree similar to the following:

Degree and Total SCH Required to Receive the Degree	Major/Concentration	Applicable Terminal Degree(s)
BS (120 SCH)	Agribusiness	PhD, JD
BS (120 SCH)	Plant and Soil Science	PhD

Step 4: Update degree program coordinators in DigitalMeasures.

- Run “Degree Program Coordinator Report” in DM and compare with the list in Step 3 above
- Make any corrections/updates necessary within DM

Step 5: Print DM report “Faculty Holding Terminal Degrees CS 3.5.4” for correct academic year for each TTU College/School

- Make sure all degree programs from THECB inventory are listed within the report
- Clean the report by deleting non-undergraduate degrees

Step 6: Obtain all course listings for correct academic year from the TTU Registrar’s office

- Clean the list by deleting all upper-division courses and courses with “0” enrollment

Step 7: Compare lists from Steps 1 through 6 above. Prepare report to be sent to each TTU Department Chair for verification similar to the following:

Degree Program Title: BS Agricultural and Applied Economics							
Academic Period	Subject	Course #s	Section #s	Enrollment	Faculty Teaching	Terminally Degreed? (Y,N)	% Taught by Term. Degreed*
201687	AAEC	2305	001	15	Chidmi, Benassa	N	46.0%
201657	AAEC	2305	001	35	Martin, Adam	Y	
201687	AAEC	3301	001	58	Malaga, Jaime	N	
201657	AAEC	3301	001	63	Hudson, Michael	Y	
201657	AAEC	3301	002	42	Malaga, Jaime	N	
<b>Total All BS AAEC Courses</b>				<b>213</b>			
<b>Total All BS AAEC Courses taught by Terminally Degreed Faculty</b>				<b>98</b>			

\*calculated by 1) adding enrollment for all courses within the degree, 2) adding only enrollment for courses taught by terminally degreed faculty, 3) dividing #2 by #1

**Timeline:**

<b>Step</b>	<b>Date</b>	<b>Person Currently Responsible</b>
1. THECB Program Inventory	August	Becky Fletcher
2. TracDat Program Inventory	August	Becky Fletcher
3. Applicable Terminal Degrees Report	August	Betty Ann Thomas
4. Degree Program Coordinators	August	Kahlie Callison (OPA list) and Betty Ann Thomas (DM)
5. Faculty Holding Terminal Degrees 3.5.4 Report	September	Betty Ann Thomas
6. Course Listings Report	September	TTU Registrar (requested by Betty Ann Thomas)
7. Department Chair Report	October-November	Betty Ann Thomas