



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report January 6, 2017

The Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University's institutional effectiveness efforts and departmental objectives.

OUTCOME 1: Texas Tech will be found in compliance with all external accrediting agencies and State of Texas mandates

✦ Chair visits- October through December

Date of Meeting	Name of Chair	Department	Primary issues addressed	Faculty Credentialing Follow Up
10-12-16	Michael Giesselmann	Electrical Engineering	EE will complete their own TracDat data entry this academic year. Giesselmann indicated that Dr. Bayne and Dr. Ravi will be responsible for this task. In February, Fletcher will contact Ravi and Bayne for follow-up training. Hughes sent electronic documents of PAR analysis at Giesselmann's request.	Thomas to follow-up on faculty roster in December or January.
10-13-16	Hong-Chao Zhang	Industrial Engineering	Need to re-schedule consultation. Re-scheduled for December.	N/A
10-21-16	Dave Ernst	Civil, Environmental, and Construction Engineering	Chair did not request any specific consultation or indicate any areas of concern.	Thomas to follow-up on faculty roster in December or January.
10-21-16	Marshall Watson	Petroleum Engineering	Hughes asked Watson and Chelsey Reed if they would be interested in presenting at a future TAN meeting to share their progress in assessment. Chair did not request any specific consultation or concern.	Thomas to follow-up on faculty roster in December or January.
10-26-16	Ron Chesser	Biology	Chair requested that all Zoology degrees be made inactive. Hughes to ask Durham about CB notification regarding all	Thomas has already followed-up with Chesser regarding faculty roster. Chesser expressed interest in developing a summary report

			Zoology degrees. Hughes requests that Fletcher provide an assessment consultation in early Spring 2017 to ensure that their assessment plan is on track.	of department engagement, and also a report that sums grant money. Perhaps explore this possibility in January/February.
10-26-16	Nural Akchurin	Physics	Held phone conversation with Akchurin on 10-26, since his meeting with the A&S Dean ran into our meeting. A rescheduled meeting is set for December. Hughes asked permission to contact Maccarone to work on graduate-level assessment in Physics. Maccarone meeting is scheduled.	Thomas to follow-up on faculty roster in January/February.
10-28-16	Oliver McGee	Mechanical Engineering	While waiting for Dr. McGee, Hughes met with ME Business Manager regarding faculty roster. Business Manager re-scheduled meeting for December.	Thomas to follow-up with Business Manager in December/January.
11-2-16	Hansel Burley	Educational Psychology	Chair requested that RNumbers are added to faculty roster. Thomas is preparing a DM work order to address.	No further action needed.
11-9-16	Jason Rinaldo	College of Business	Dr. Rinaldo shared a concern regarding TracDat reporting in the new TracDat V system. He said that he shared feedback on the TracDat satisfaction survey. Dr. Rinaldo sent the Rawls version of the faculty roster to Hughes. Hughes will share this document with Thomas, in order to compare their internal document with OPA's internal document.	Hughes to meet with Thomas regarding the comparison of Rawls roster and OPA roster.
11-16-16	Sharron Parkinson	Interior Design	Hughes presented PAR analysis, and recommended additional actions for improvement. Parkinson approved these actions for improvement. Fletcher will enter these actions for improvement in January 2017.	Fletcher to add actions for improvement; Thomas to follow up regarding faculty roster.
12-1-16	Dave Louis	Higher Education	Hughes presented PAR analysis, and sent electronic version to Dr. Louis. No	Thomas to follow up regarding faculty roster.

			concerns were expressed to Dr. Louis, other than to continue to sustain the assessment efforts in the department.	
12-2-16	Hong-Chao Zhang	Industrial Engineering	Hughes expressed concern with the undergraduate Industrial Engineering assessment reports. Zhang agreed, and Zhang will provide the ABET report to OPA in January to determine if there are data points that could be entered into TracDat.	Thomas to follow up regarding faculty roster.
12-2-16	Nural Akchurin	Physics	Hughes expressed concern with the graduate Physics assessment reports. Akchurin agreed that "we can do better." Hughes has a meeting with Dr. Maccarone in January 2017 to improve and revise the Physics graduate assessment reports.	Thomas to follow up regarding faculty roster.
12-14-16	Erin Collopy	CMLL	Collopy reported that many of the degree programs are revising elements of their assessment reports in order to have more "buy in" to the process.	Thomas to follow up regarding faculty roster.
12-14-16	Fanni Coward	Education	Coward was very interested in learning more about assessment and the software used by OPA. She requested more information about many issues related to assessment.	Would like training with DigitalMeasures.
12-15-16	Wendy Humphrey & Allison Myhra	Law	Humphrey and Myhra reported that the LLM is going to be phased out (CB approval still pending). Humphrey updated TracDat with recently available data.	Thomas to follow up regarding faculty roster.

✦ Faculty Credentialing Activity

Request #	Date Opened	Title	Status
2	6/10/2016	Modify COHS Annual Report	12-15: OPA staff continue to wait to hear from Dr. Lynn Huffman that the report is working properly.

4	7/17/2016	Nutritional Sciences Merit Report	12-16: DM returned the report as "complete," and asked TTU staff to confirm. BAT carefully went through all 66 lines of the report, ensuring that it was pulling the correct information and that the points were calculating correctly. Unfortunately BAT found 31 lines that may need additional work. Some of these require clarification from Nutritional Sciences, some require additional work by DM programmers. BAT notified Dr. John Dawson by email on Dec. 19 of the situation and is awaiting his direction. We believe each line requiring additional work is an easy fix, and the report can still be finished in time for Nut Sci faculty to use in January. We will recommend, however, that each faculty member carefully go over their DM report, checking it against their personal count as the report is used for the first time. The report is so complex that details could be overlooked and not count correctly.
14	10/14/2016	Raiders Engaged/Outreach Engagement Trial Data Import	12-21: The full data import is complete for all RE info entered through Dec. 1. We requested that the O&E screen be unlocked in DM so faculty can tweak their info if desired. We will submit two other data import entries in January.
17	12/6/2016	Annual A & S Faculty Report (with chair's feedback and signatures)	12-22: DM returned the report and the chair's feedback is feeding into the report correctly. BAT met with Dr. Randy McBee for further input. A few other requests were then submitted to DM that will make check boxes for the faculty member or the chair to indicate they have reviewed or provided (respectively) the Annual Report. As soon as these requests are complete (which should happen by mid-January), the report will be ready to be used by A&S faculty and chairs for this year's annual reporting process. Although there is no "workflow" associated with the report which would auto send emails as the process goes forward, the report is eliminating printing, hand-signing, and scanning the report multiple times. The process is automated so that everything is

			entered from within DM and the faculty member's final annual report will show all steps in the process.
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OUTCOME 2: The Office of Planning and Assessment will contribute to the Office of the Provost's institutional planning processes

- ✦ An initial Raiders Engaged data upload was completed by Digital Measures last week. A second and possibly third upload will be prepared once TTU opens after the break. Once data is finalized, projects will then be uploaded into the accounts of faculty and staff identified as Co-PIs.
- ✦ OPA staff have reached out to instructors for CAAP testing and two Strategic Marketing courses have been scheduled to participate. The Barnes and Noble Bookstore has been contacted regarding providing incentives, and a meeting is scheduled in January to finalize details.

OUTCOME 4: Texas Tech University faculty and staff will be well-prepared to meet OPA's faculty credentialing, assessment, and strategic plan expectations

- ✦ A series of new short training videos have been loaded to MediaSite. Carlene Kelly will transfer these files onto the Progress Portal. The videos loaded this week were:
 - Access and Logging into TracDat: *This video provides a step-by-step instructional on how to gain access and log in to TracDat*
 - Raiders Engaged Survey Walkthrough: *This video provides a step-by-step instructional on how to complete the revised Raiders Engaged outreach and engagement survey*
 - DigitalMeasures, Access: *This video demonstrates step-by-step instructions to log into DigitalMeasures for the first time*
 - DigitalMeasures, Loading a Course Syllabus: *This video demonstrates instructions for faculty to load each course syllabus into their DigitalMeasures account under the Scheduled Teaching screen*
 - DigitalMeasures, Enter CV Info: *This video shows faculty how to enter basic Curriculum Vitae information*
 - DigitalMeasures, Running Individual Faculty Reports: *This video shows faculty how to run reports in DigitalMeasures and highlights two especially useful reports- the Curriculum Vitae report and the Proofing Report*
 - What is House Bill 2504?: *This video explains the requirements of Texas HB 2504 and what all faculty must do to be compliant*
 - Public Access to Course Information: *This video demonstrates how to access Public Access to Course Information and provides examples of faculty CVs and Course Syllabi found therein*
 - The Assessment Cycle: *This video describes the simple model of assessment that directs institutional assessment activity*

- IE Reporting Processes for Fall 2016-Spring 2017: *This brief video provides information on Fall 2016-Spring 2017 IE reporting.*

In addition to direct contributions toward the departmental goals, OPA continues to focus on continuous improvement measures.

- ✦ West Texas Assessment Conference
 - OPA staff will work in small teams to plan and manage the West Texas Assessment Conference. Here is the short-term work plan for next year's conference:
 - Keynote – Dr. Natasha Jankowski, NILOA (Jennifer to ask)
 - Attendance goals, marketing of conference – greater than 150 (Craig, Becky, Libby)
 - General organization, meeting set-up, work with C&M on program (Kahlie)
 - BettyAnn and Jennifer work on program development
 - Conference Sponsors (All and ASU)
- ✦ Institutional Effectiveness Award
 - Dr. James has provided an initial review of the IE Award, and his comments were incorporated into another version of this document. That document was sent to Dr. James on January 3.