



TEXAS TECH UNIVERSITY  
Office of the Provost

## Office of Planning & Assessment

### Institutional Effectiveness Weekly Report February 3, 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**

- ✦ OPA continues to prepare for the Fifth Year Interim Report. This week, all Operating Procedures that were used in the Compliance Certification Report that are relevant to the Fifth Year Interim Report were reviewed. It was determined that most OPs needed some level of review. A summary report was provided to Dr. James and Dr. Stewart.
  - Proposed changes to SACSCOC standards were shared last week. A summary of the implications was drafted this week and shared with Dr. James.
- ✦ Substantive Change actions were updated in the Master spreadsheet. New additions are:
  - New Bachelor of Arts Degree in Digital Media & Professional Communication from College of Media and Communication.
  - Reduction in semester credit hours required for Bachelor of Landscape Architecture degree to 120 from 148.
  - Reduction in semester credit hours required for BS in Environmental Engineering from 124 to 123.
  - New Graduate Certificate- Communication for Center Directors in Institutions of Higher Education- College of Media and Communications.
  - New Graduate Certificate- eLearning and Online Teaching- Department of Educational Psychology and Leadership.
- ✦ The next University Level Institutional Effectiveness Committee meeting has been scheduled for February 28 at 1:30.
- ✦ Faculty Credentialing Activity
  - The deadline for compliance with HB 2504 was Friday, Jan. 27. OPA pulled reports of missing syllabi on Jan. 30 and all affected faculty were contacted by Jan. 31. Many faculty have since loaded syllabi. OPA staff will pull another report and continue assisting faculty as needed to get all syllabi loaded.
  - OPA continues to work on the Faculty Holding Terminal Degree report. One department chair, Dr. Phillip Johnson, has yet to respond, and two departments continue to work on their reports
  - Open Work Requests

Request #	Date Opened	Title	Status
2	6/10/2016	Modify COHS Annual Report	1-26-17: Lynn Huffman reported that a couple of things didn't seem to be working in the report. BAT went through each problem area and found that the report was working correctly, but the faculty member had forgotten to check a box here or there, etc. We determined the report is working correctly. This work request will be closed.
3	6/10/2016	Add Individual Contribution Functionality to Contracts/Grants Screen	1-31-2017: Since the HS report is working correctly, this work request will be closed also.
21	1/9/2017	Add "Patents" to reports	1-27-17: Dr. Nutter indicated that the new Patents section on the reports looks good and is working correctly. This work request will be closed.
22	1/10/2017	New Screen Link: Evaluation Data for Distance Education Courses	2-1-17: DM returned the work request and the new screen link looks very good. The other two links for evaluation data have also been renamed so that DM shows the following: "Evaluation Data, F2F Courses," "Evaluation Data, DE Courses," and "Evaluation Data, Historical." Now the data import for Summer 2016 distance education courses needs to be loaded. Once this happens, the work request can be closed.
23	1/10/2017	Separate Books and Book Chapters in "Core Faculty Publications (COE)"	1-31-17: Dr. Hovey indicated that the revised report, "Core Faculty Publications (COE)," looks very good and it is pulling the information properly so that there are separate columns for "Books" and "Book Chapters." Dr. Hovey suggested other departments may want to update the "Core Faculty Publications" report to separate these in the same way. JSH suggested we should update the report when convenient. This work request is

			complete and will be closed.
24	1/13/2017	New Report: "Annual A & S Faculty Report"	2-1-17: DM returned the report. It is printing the publication rankings at the end of the journal citation, but OPA staff are not sure the format is what Dr. McBee wanted. We posed the question to him and may need to send this back to DM for further revision. The title of the entry box was successfully changed to "Journal Level/Publication Ranking." Dr. McBee will test the new report to see if only chairs can enter the ranking.
25	1/13/2017	Raiders Engaged/Outreach Engagement 2nd Data Import	1-31-17: The data import was completed and is correct. This work request will be closed.
26	1/18/2017	Please add Course Prefixes	1-31-17: The course prefixes were added as requested. This work request will be closed.
28	1/26/2017	Raiders Engaged/Outreach Engagement Co-PI Data Import	2-2-17: The expected completion of this work request is 2-13. 1-26-17: After the work request titled "Raiders Engaged/Outreach Engagement 2nd Data Import" is complete, please import this data which will enter Outreach Engagement data into Co-PIs DM accounts. Please note: if a USERNAME does not exist for a record, please disregard this information. There are likely many entries in this data who are administrative assistants, students, grad assistants, etc. and these won't have DM accounts. We won't need to preserve this data.
29	1/31/2017	Nut Sci Merit Report revisions 1-31-2017	1-31-17: Dr. John Dawson sent several minor revisions to the Nut Sci Merit Report. OPA staff forwarded these to DM and set up this new work request. The original date of expected completion of the revisions was 2-14. Chair Nikhil Dhurandhar asked if these revisions could be expedited. OPA staff asked DM if this was possible, and they

			accommodated us. The new date for expected completion is 2-8.
30	2/1/2017	ADDITIONAL 2016 ORS Upload Grant	2-1-17: When the original data for grant proposal information was received from IR, it included about 30 lines of information without an R# attached. OPA staff asked IR for faculty names associated with these lines of information. With the names, OPA staff was able to identify who the information belonged to using FootPrints. The data was then updated with R#s and this work request asks for this additional information to be uploaded. Expected completion is scheduled for 2-15.

- DigitalMeasures Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,877)	6,125	37,112	57,811	72,901

**OUTCOME 2: The Office of Planning and Assessment will contribute to the Office of the Provost’s institutional planning processes**

- ✦ Student Learning Portfolios will continue to be promoted as a best practice method of authentic student learning assessment. However, a revised model will be used as a method of institutional assessment of general education. OPA is working with the Office of the Provost, TTU World Wide eLearning, and Application and Development to assess student learning artifacts through Blackboard, but not as a portfolio project. However, OPA and others will promote and assist departments with the implementation of electronic portfolios as well as work collaboratively with departments on initiatives for holistic student learning assessment via student learning portfolios.

**OUTCOME 3: The Office of Planning and Assessment will continually monitor the university’s compliance with laws, policy statements, and policies deriving from the State of Texas, THECB, and SACSCOC**

- ✦ SACSCOC
  - OPA staff analyzed the proposed revisions to SACSCOC Principles and how they may affect Texas Tech University, particularly in light of TTU’s upcoming Fifth Year Interim Report. The document also provided a list of recommended actions to ensure that we stay on track for meeting compliance with the required Fifth Year principles.

✦ THECB

- The THECB sent a memo to Directors of Financial Aid at Texas Institutions of Higher Education on January 30, 2017 with spreadsheets listing each institution's TEXAS Grant, TEOG, TEG, and BOT allocation amount, encumbered, and unencumbered amounts as of January 27, 2017. Institutions have until February 21, 2017 to encumber program funds that have been allocated. All unencumbered funds may be reallocated to institutions requesting these funds. Institutions must return unused funds to the Texas Higher Education Coordinating Board (THECB) to use for the reallocation process, if previously disbursed funds cannot be used for an eligible student. Texas Tech University's Grant and BOT reports are as follows:

- TEXAS Grant Usage Report as of 1/27/2017

INSTITUTION	FY2017 Original Allocation	Total Disbursed	Total Remaining
Texas Tech University	\$ 12,040,671.00	\$9,728,509.00	\$ 2,312,162.00

- BOT-Public Usage Report as of 1/27/2017

Institution	Final Allocation	Total Used	Remaining Allocation
Texas Tech University	\$ 2,863,061.00	\$ 1,905,871.00	\$ 957,190.00

- The THECB sent another memo to Directors of Financial Aid at Texas Institutions of Higher Education on January 31, 2017. This memo outlined maximum award amounts for 2017-18 for state financial aid. Public universities amounts were outlined as follows:
  - TEXAS Grant and TEOG Maximum Award: \$9,050/year; \$4,525/semester
  - TEXAS Grant Target Award: \$5,000
  - TEXAS Grants (TXG): EFC Cap for Initial Awards is \$5,430 for General Academic Teaching Institution's (GATI's) [Texas Tech University is a GATI]
  - BOT Maximum Award: \$9,050/year; \$4,525/semester
  - Top 10% Maximum Award: \$2,000

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

- ✦ TracDat training set for Curriculum and Instruction on Feb. 16.
- ✦ OPA offered two TracDat/Digital Measures trainings this week, open to all faculty/staff.
- ✦ Distance Education key has been updated for the 2016-2017 academic year.
- ✦ An OPA representative is attending the monthly CAEP Steering Committee meetings to help prepare for accreditation process in College of Education.
- ✦ Degree Program Coordinator Meetings:
  - Landscape Architecture- January 31