



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

June 9, 2017

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

Office of Planning and Assessment's Summer 2017 Planning Retreat

- ✦ On Tuesday, June 6, the Office of Planning and Assessment held its second 2017 planning retreat. At this retreat, we made the following decisions:
 - Meetings with chairs and degree program coordinators will be integrated, and will be held in the Spring 2018 semester. Meetings will be scheduled for March – May.
 - We decided that our annual report will devote an entire section to University-Level IE activity.
 - We explored each staff member's results from StrengthsQuest, which is a Gallup-owned assessment that measures each employee's organizational strengths. Our staff scores very high on indices of "executing" and "relationship building." Dr. Jay Killough from University Career Services facilitated a 2 hour-long discussion of our individual and group strengths.
 - We agreed to several new metrics that will strengthen our office's existing strategic plan.

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

- ✦ This week, substantive change documentation was updated to reflect the most current identifiable processes associated with ensuring all documentation is managed accurately.
- ✦ Faculty Credentialing Activity
 - OPA staff finished the review of all DigitalMeasures accounts. Final results follow:
 - 7,600 all DM accounts at TTU
 - 2,113 need to be disabled (work order has been submitted)
 - 1,777 have already been disabled
 - 3,710 accounts currently being used (in the last 2 years)
 - 3,570 accounts we are currently paying for (agreement ends 8-31-17)
 - OPA staff met with IT and Registrar's Office staff regarding the missing syllabi problem in DigitalMeasures. IT looked into the problem and found: 1) when an additional instructor was added after the semester began, the system was creating two entries for

the same course; 2) when a check was run, the system would find the duplicate entries and delete them both. IT suggested a coding fix for the problem so that if a syllabus is attached to one of the duplicate entries, this entry will not be deleted. IT said they will have the new coding in place about June 7 and will notify OPA when this occurs. IT will also notify OPA after Summer I begins when they are able to observe that the new coding is working. This issue will be closed, following IT's coding fix and confirmation that the solution is accurate.

- OPA staff met with Rawls College of Business administrators Jason Rinaldo and Stephanie Bohn. Ms. Bohn is from Associate Dean Jeff Mercer's office and was asked to look into doing Annual Reviews in DigitalMeasures next year. We agreed to begin preparation of an Annual Report specific to Rawls. Additionally, Dr. Mercer continues work on a faculty publication spreadsheet for import to DM. Rawls will begin running AACSB reports at the end of June, and Dr. Mercer hopes to do this through DM once the import is complete.
- Every year, OPA requests grant activity data that is pulled from Cayuse to upload into DigitalMeasures. OPA staff participated in a conference call that initiated the process of an automatic integration of Cayuse data. The suggested timeframe for this project to be completed is November 2017.
- OPA staff will work with DigitalMeasures staff to prepare a presentation for the DigitalMeasures Conference in October (Milwaukee, WI). The subject will be *DM Data Quality: Its Uses and Implications*.
- Open Work Requests

Request #	Date Opened	Title	Status
47	5/11/2017	Faculty Transcript Report	6-5-17: OPA staff returned the work request as noted in the entry below, along with several other changes to the screen. These will facilitate proper population of the transcript report. DM is expected to move forward on June 8. 6-1-17: OPA staff discussed DM's concerns about the date being removed from the IOR screen. We also discussed these with DM. We resolved any concerns and recommend that the date be removed.
48	6/5/2017	Disable User Accounts	6-5-17: OPA sent a file with 2,113 accounts to be disabled. Expected completion is June 19.
49	6/7/2017	Add new department: BCOM	6/7/2017: At the request of the College of Business, we need to add another department to our list: Business Communication (BCOM). BA personnel suggest that although this isn't a true department, faculty in this area do not fit in any other department. For reporting purposes, this "department" needs to be created.

- DigitalMeasures Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,877)	345	1,156	56,691	74,584

- ✦ QEP- Communicating in a Global Society: Bear Our Banners Far and Wide Update:
 - During the office’s routine Fifth Year Interim Report planning meeting, Darryl James, Genevieve Durham DeCesaro, and Paul Pare were invited to learn more about the QEP Impact Report. Dr. Jennifer Hughes, Managing Director of OPA, outlined the requirements, expectations, and timeframe for this report. Dr. Hughes also made a number of recommendations to ensure that the Impact Report is ready for upload into the overall Fifth Year Interim Report portfolio. Most notably, Dr. Hughes recommended that an annual report be developed that can guide the final report. A report is expected on January 1, 2018 that will focus on QEP activity during the 16-17 academic year.

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

- ✦ Freshman and Senior CAAP data have been analyzed and a report summarizing data is in the final drafting stages. Both groups of students met the national benchmark by scoring at the national level for the core area of Writing Skills. However, only 16.2% of the 211 students tested scored in the top quartile for the assessment, which is a 7.8% decrease from last year’s administration. Additionally, OPA is making a move to discontinue use of CAAP testing in future semesters and is instead developing an in-house instrument that will allow for broader analysis of student data in relation to the revised Texas Core Curriculum. An online CAAP report will be available this summer.
- ✦ The 2016 Raiders Engaged final report is being technically reviewed before finalization. A final report is expected to be available early next week. OPA is also going to publish an online report that will be available on the OPA website by the end of June along with a printable PDF.

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

- ✦ THECB
 - As part of the THECB’s required program review process, OPA participated in a program review kickoff meeting at the Department of Kinesiology and Sport Management on Monday, June 5. At this meeting, the department was instructed to provide their TracDat reports and evidence of the department’s scholarly contributions in DigitalMeasures. OPA is working on preparing these

reports for Dr. Lumpkin. OPA will participate in other kickoff meetings as determined by Dr. David Doerfert.

✦ SACSCOC

- Documents were recently posted on the SACSCOC website and were explained by a SACSCOC representative as follows:
 - “Substantive Change for SACSCOC Accredited Institutions” and “Dues, Fees and Expenses” have the same change – the fee for processing a set of dual degree high school sites that are offering identical programs and submitted as a single program: “An institution may submit a single prospectus covering up to 10 off-campus sites that offer dual enrollment programs as long as the program offerings are identical. The assessment for the prospectus will be the same \$500 as for a prospectus for a single site. Additional sites would need to be submitted individually unless the program offerings at the additional sites are identical (again, up to 10 sites).”
 - “Deadlines for Reports and Profiles” policy had this addition (which is not really a change in policy, but a more explicit statement of what has always been policy): “Request for an Early Review of Sanction; The SACSCOC Board of Trustees has sole authority to place or continue an institution on sanction. Because its decision is final, the imposition of sanction, along with the reasons and the period of time for the sanction, cannot be reconsidered by any other Commission Committee or the Executive Council before the next review date specified by the Board.”

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

- ✦ The Student Learning Outcomes mapping spreadsheet is nearly complete. This document maps degree program outcomes to institutional priorities such as Marketable Skills. The document is going through a final review.
- ✦ OPA met with College of Education faculty and staff to further discuss integrating COE assessment with institutional assessment. OPA compiled a list of all degree programs in COE that detailed degree purpose statements, SLOs, and assessment methods.

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

- ✦ The West Texas Assessment Conference Committee, comprised of both TTU and ASU members, agreed to accept all 24 proposal submissions. We believe the quality of the proposals is excellent. Presenters will be notified soon so that they can begin preparations and complete registration for the conference.