



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

July 13, 2018

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: The Office of Planning and Assessment will contribute to Texas Tech University's ongoing compliance with all external accrediting agencies and State of Texas mandates.

- Costa Rica Substantive Change Visit
 - Jennifer Hughes, Craig Morton, and Libby Spradlin met with Drs. Cathy Duran and Elizabeth Massengale to discuss the Costa Rica Substantive Change standards applicable to student affairs, 12.1 and 12.4. Drs. Duran and Massengale will write the responses for those standards with Libby as the point person for contact. OPA staff will also meet with Dr. Cathe Nutter on July 16th to discuss student advising at the Costa Rica campus.
 - Craig Morton and Libby Spradlin are drafting a response for Standard 8.2.a addressing assessment of Costa Rica degree programs. OPA staff plan to reach out to the degree program department chairs for a statement on how they plan to include Costa Rica in their assessment plan.
- OPA staff have begun preparation and organization of all TTU Costa Rica administrators and faculty CVs. All 80 faculty have current DigitalMeasures accounts. Costa Rica administrators' CVs will be sufficient and will not be entered into DM. Lubbock administrators have DM CV information nearly complete.
- OPA continues to actively work on preparing the Costa Rica portfolio for the upcoming Substantive Change visit (see table that follows for specific information).

Status Report by Standard – TTU-CR Report

July 13, 2018

<u>Standard Names</u>	<u>Language of Standard</u>	<u>Current Status</u>
1.1 Principle of Integrity	Principle of Integrity – The institution operates with integrity in all matters.	Jennifer to get President's signature on Integrity form. Kahlie talked with Mikki about Schovanec's schedule. Mikki is going to touch base with him and see where he wants to fit this in.
5.4 Qualified Administrative/ Academic Officers	The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.	Received resumes for Rose, Diaz, Rayo, Morera Need Marin, Molina, Segress, Perera, Munoz, Wallace, Juan Perera Blanco. Expect to receive by July 13th. Received Marin, Perera, Molina, Wallace, Weed, Segress, Munoz.
6.2 Faculty Qualifications	For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (6.2a) - For each of its educational programs, the institution employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. (6.2b) - For each of its educational programs, the institution assigns appropriate responsibility for program coordination. (6.2c)	Asked Jorge about each of the highlighted people. Jorge said to proceed with the spreadsheet. Kahlie is currently locating transcripts.
8.2a Student Outcomes: Educational Programs	The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:	Few paragraphs on PAR process, followed by the 4 column reports. Each degree have PARs as image files.

	student learning outcomes for each of its educational programs.	
10.5 Admissions Policies & Practices	The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees.	Jorge approved emailing Kelly Coleman, Alexa Smith, and Sukant to reach out. Jennifer waiting on responses from Coleman and Smith. Meeting will be scheduled by Kahlie. Meeting held on 7/11. Int'l admissions will provide flowchart of admissions procedures. Jorge is reaching out to Alejandro to get recruitment materials. Chris Cook to provide communication protocol.
10.7 Policies for Awarding Credit	The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours, the institution has a sound means for determining credit equivalencies.	Craig will research OP's about transfer credit. (OP 34.12 & PO 34.15) Alexa has the transfer document. Waiting on meeting to be scheduled. Meeting held on 7/11. OPA to contact TEO office. Craig will research transfer OP. Note the document provided by OIA staff. Jennifer to email Shelly and Brenda on 7/12.
11.1 Library and Learning/Information Resources	The institution provides adequate and appropriate library and learning/information resources, services, and support for its mission.	Received photos to include in responses and Craig and Libby can select which photos to use. By August 6th is when the first draft is expected. Emailed Daniela and confirmed we will use links.
12.1 Student Support Services	The institution provides appropriate academic and student support programs, services, and activities consistent with its mission.	Meetings to be held. Libby to send the old responses to Cathy and Elizabeth on July 9th. Meeting held on 7/10 with Duran and Massengale. Elizabeth provided draft of another pertinent document. Libby will provide feedback of this document at staff meeting on 7/12.

12.4 Student Complaints	The institution (a) publishes appropriate and clear procedures for addressing written student complaints, (b) demonstrates that it follows the procedures when resolving them, and (c) maintains a record of student complaints that can be access upon request by SACSCOC.	Meetings to be held. Libby to send the old responses to Cathy and Elizabeth on July 9th. Meeting held on 7/10 with Duran and Massengale. Duran concluded that former CCR response would be adequate for this report.
13.7 Physical Resources	The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities.	Lissa and Brandon were sent the prospectus & old responses. The first draft will be submitted by August 6 th . We are expecting ongoing communication with them between now and then.
Institutional Summary Form	Start on this July 10 th .	Craig to provide update on 7/13 about what OPA staff needs to do.

- Quality Enhancement Plan Updates
 - Paul Pare and Aliza Wong are exploring options for using Core Curriculum data from Multicultural course level assessment data. OPA is working with them both to analyze existing data for making recommendations. More information will be available within the coming months.
 - Erin Justyna and Genevieve Durham-DeCasero have asked OPA to assist them using degree program assessment procedures for gathering information from courses providing data for Communication Literacy. This collaboration has been reported previously, but this week a final draft was submitted to Rob Stewart outlining how the process will work for faculty. The document will be sent at the beginning of the semester. However, after initial activity in Nuventive Improve uploading relevant rubrics, OPA will not work further on this activity until October, 2019.

OUTCOME 2: Texas Tech University faculty and staff will be well-prepared to meet OPA’s faculty credentialing, assessment, and strategic plan expectations.

✦ Training and Consultation Tracking

- The tabulations below reflect activity from the week of May 21. These totals include DigitalMeasures support, Nuventive Improve support, non-academic assessment support, QEP assessment, faculty peer review, and issues related to TxAHEA.

	Number of individuals	Number of issues addressed	Number of email sent on issue	Number of phone calls	Number of in informal consultations	Number of formal trainings
Week of July 9, 2018	31	47	77	17	2	6
As of June 1, 2018	116	127	283	56	20	20

✦ Training Opportunities

- Several Nuventive Improve training videos have been created and uploaded to the Progress Portal as well as OPA’s Nuventive Improve page. The videos cover topics such as accessing Nuventive Improve, adding and editing SLOs, adding and editing assessment methods, adding results and actions for improvement, and running reports.

✦ General Faculty Credentialing

- OPA staff have begun preparation and organization of all TTU Costa Rica administrators and faculty CVs. All 80 faculty have current DigitalMeasures accounts. Costa Rica administrators’ CVs will be sufficient and will not be entered into DM. Lubbock administrators have DM CV information nearly complete.
- OPA staff have begun identifying screens and fields as a crosswalk between Nuventive Vitae and DigitalMeasures.
- Nuventive Vitae provided login access for TTU administrators involved in the project. We will begin adding information to our accounts and note any difficulties or suggestions we have.
- OPA staff submitted a business partner security request to IT for Ms. Bailey Watson. This request is now en route to the TTU Security Center.
- OPA staff continue to work with TTU Department Chairs to update faculty lists in DM.
- OPA staff have assisted several faculty and staff members with DM issues related to Summer II courses.
- Open Work Requests

Request #	Date Opened	Title	Status
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116	6/29/2018	Import Deborah Davis' DM account from previous institution	7-11: The import of this account has been completed and looks good to OPA staff. We will wait to close the request until Professor Davis confirms this.
117	7/9/2018	Make full time / part time status field required	7-10: DM developers completed this request very quickly! Now when a new account is set up, choosing the employment status is included. Also, if the Yearly Data screen is accessed and the employment status has not been completed, the user cannot save changes unless this is completed. 7-9: Because of a specific SACSCOC report, we need to know if faculty are full or part time. Making the field required will help in reporting this.
118	7/10/2018	Add new Department and Course Prefix	7-11: DM developers completed this request very quickly! 7-10: Jessica Robinson notified OPA staff that a new course prefix would be needed: CMI which stands for Creative Media Industries. Also, a department should be added for potential student faculty who only teach MCOM courses.

✦ TxAHEA

- Below is a screenshot from the conference website with updated sponsors.
- Currently, there are 78 registrants for the conference. Our attendance goal is 150, so we are very pleased with these attendance results.

To learn how to become a sponsor, please click below.

SPONSORSHIP OPPORTUNITIES

BECOME A SPONSOR



✦ Institutional Collaborative Assessment Updates

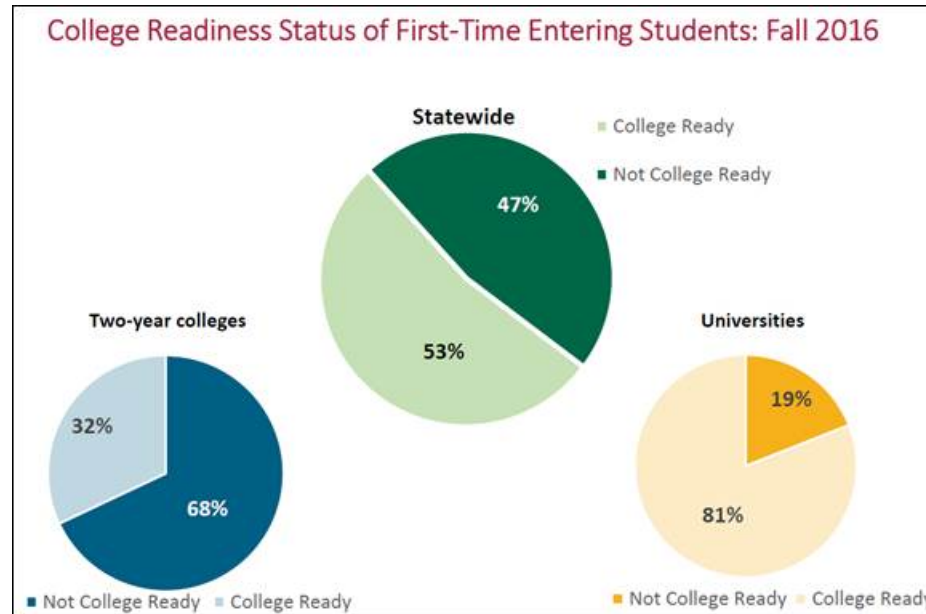
- Drs. Opperman and Green visited OPA last week to discuss Raiders Engaged reporting and Outreach and Engagement assessment data. Improvements to the instrument, promoting activity and reporting, and enhancements to data visualization were discussed.
- A TechQuest summary report is in the final drafting stages. This report will summarize data from the freshman and senior administration with value added scores between the two groups. The report will be made available online this summer.
- OPA is working with eLearning to create a survey in Qualtrics for assessing the Blackboard Portfolio pilot. OPA loaded the survey into Qualtrics and will be charged with collecting data on the pilot from TTU faculty and students.

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.

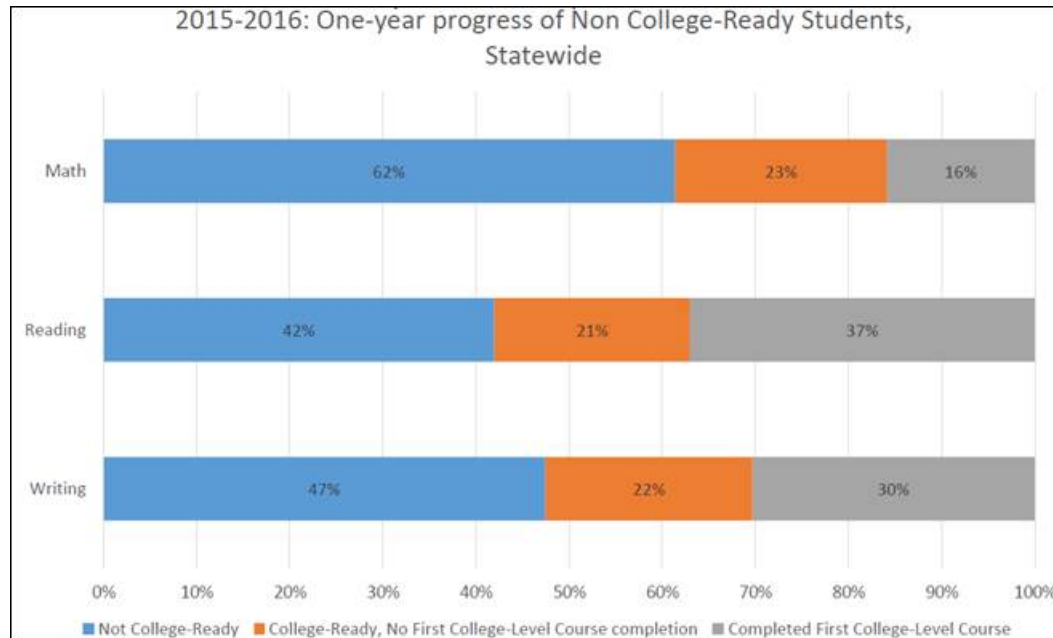
✦ THECB Updates

- Rex C. Peebles, Assistant Commissioner of Texas Higher Education, sent an email requesting applications for a grant for Open Educational Resources. A maximum of \$10,000 would be awarded to an institution. Applications are due by Aug. 20, 2018 and are available at this website <http://www.thecb.state.tx.us/index.cfm?objectID=D0AEA0C0-7493-11E8-B2750050560100A9>.
- A recent P-16 THECB conference included a presentation about college readiness.
 - Presenters, Kaylan Morgan and Suzanne Morales-Vale, talked about HB 2223 requirements which include that:

- By 2018-2019 at least 25% of an institution's students who are enrolled in developmental education must be enrolled in corequisite models
- By 2019-2020 at least 50% must be enrolled similarly
- By 2020-2021 at least 75% must be enrolled similarly
- College readiness status of first-time entering students for fall 2016 is graphically represented below:



- Almost half of non-college-ready students remain not-ready after 1 year as graphically represented below:



- An interactive website hosted by THECB offers college-ready data by region and school: http://reports.thecb.state.tx.us/approot/hs_college/hs_college_main_launch.htm.
- Jennifer Wilson, MS, with the TTU Personal Finance office gave a Financial Literacy presentation to the THECB <http://www.thecb.state.tx.us/reports/PDF/11169.PDF?CFID=81473214&CFTOKEN=34406902>. This outlines student financial success with a goal of getting students financially literate before they graduate and aligns with THECB's student financial literacy goals.
- Andrew Lofters, THECB Program Director of Academic Quality and Workforce, offered a presentation regarding dual credit courses which outlined proposed changes to the Texas Education Code from the 85th Legislature.
 - SB 1091 restricts courses that can be offered in regular dual credit programs to those contained in the core curriculum of a public institution of higher education beginning with the 2018 spring semester.
 - HB 1638 requires the THECB and the TEA to jointly develop statewide goals for dual credit by Aug. 31, 2018.
 - SB 0022 establishes a Pathways in Technology Early College High School program and advisory council and repeals the Tech-Prep program.
- A private loan solicitation disclosure example was posted on the THECB website <http://www.thecb.state.tx.us/reports/pdf/11163.pdf?CFID=81474389&CFTOKEN=54487968>.

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

- ✦ OPA had a luncheon planning retreat on July 12, 2018. The purpose of the retreat was to calendar fall activity. Updates will be provided in next week's report.

✦ OPA has begun interviewing for the vacant Administrator position. Initial interviews will be completed before the end of July.