## Institutional Effectiveness Weekly Report
## August 4, 2017

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

This week's report provides an overview of how our office's primary activities correlate to our three operational outcomes. Each operational outcome is presented, followed by a bulleted list of descriptive actions that correspond to the outcome.

**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.**

- OPA continues to maintain Substantive Change documentation by reviewing committee minutes and notification documents. We are also preparing to speak at the September meeting of Academic Council to review current procedures. OPA feels that increased education is valuable to ensure SACSCOC compliance.
- OPA continues to provide support to the Quality Enhancement Plan. We have determined that an Annual QEP Report is critical for ensuring completion of the QEP Impact Report. OPA will assist with assessment-related aspects of that report.
- An agenda will be developed for the Fall 2017 University Level IE Institutional Effectiveness Committee meeting. OPA is gathering information now in preparation.
- Support Service Level departments are required to submit annual assessment data by September 1. With that deadline approaching, departments have been reminded of reporting requirements on August 2.
- OPA has discussed (with Dr. James) the need to include more SSL units in its reporting framework. When 2016-2017 reporting is complete, we will provide formal recommendations on adding additional units. If additional departments will be included, OPA will reach out accordingly in preparation for 2017-2018 reporting.
- OPA decided to create an annual report that reflects the SACSCOC requirements for CS 3.5.4 (Terminal Degree of Faculty). To prepare for this report, we are currently updating terminal degree fields in DigitalMeasures.
- All screens and reports have been designed for the new Transcript Report (to be released during the Fall 2017 semester). Final adjustments to the process are underway to ensure that the report meets the needs of the institution. Dr. James will receive a second iteration of this report within the next three weeks. We have also responded to Dr. James' request to add additional justification statement information.

- The Annual Core Curriculum Report draft will be completed soon. The next step will be to work with Genevieve Durham-DeCesaro on Actions for Improvement and a final printed document. The report will be ready for distribution by late September.
- Conversations with various stakeholders about student learning portfolios continues. In addition to participating in those discussions, OPA is working to update the Portfolio Resource page on the OPA website.
- A new institutionally developed instrument, TechQuest, is currently under review by the Core Curriculum Steering Committee. The new instrument has been facilitated by OPA to measure student learning across Foundational Component Areas and Learning Objectives. As soon as TechQuest is finalized by the committee, the instrument will be created in an online format. Marketing efforts for First-Year Students will begin in the fall. Seniors will be contacted in the spring to participate.
- Before Raiders Engaged opens in mid-August, the instrument needs to be reviewed, the administration plan needs to be finalized, and the DM aspects need to be coordinated. The ongoing development of this survey will focus on identifying projects with a narrower focus on Engaged Scholarship to provide data for the new TTU strategic plan. Additionally, the final report from the 2016-2017 data is being developed as a web-friendly report and will be available as soon as possible.
- CAAP and OSA final reports have been completed. Both surveys are used to measure student learning and are useful for THECB and SACSCOC reporting. A web-friendly version with pdf download will available as soon as possible.
- The Annual Assessment Reports deadline is October 1. Below is a brief list of activities that require significant effort for our staff:
  - Training and educational opportunities will be provided in August 2017 and September 2017.
  - Many reminder emails will be sent to departmental contacts.
  - Many departments will request additional consultation.
  - Once the deadline passes and reports are submitted, OPA will begin to evaluate individual assessment accounts.
  - Additional meta-analysis of data will be employed.
  - The 2017 PAR Review Process (for 2016-2017 Annual Reports) will meet the following deadlines:
    - August & September, 2017- TracDat Trainings; Learning Series: Improving Assessment Plan; Launch Learning Series Video
    - October, 2017- TracDat Program Assessment Deadline (Oct. 1); Run All Four Column Reports
    - November, 2017- Degree Program Reviews Completed
    - December, 2017- Clean Excel Document; Finalize Degree Program Reports; Begin Actions for Improvement Report
    - January, 2018- Send Electronic PAR Reports; Chair Visits through April
    - February, 2018- Chair and PC meetings Through April
    - March, 2018- Learning Series: Methods of Assessment; Launch Learning Series Video

- April, 2018- Actions for Improvement Report Complete
- May, 2018- Executive Summary Complete
- Last year, OPA developed a last-minute licensure report for the Office of the Provost. OPA felt that it would be advantageous to develop an improved strategy for gathering this data, so that we could quickly produce a future report if requested. Therefore, a Licensure Report is being developed using TracDat. Applicable degree programs will have an additional TracDat field to complete during their annual assessment reporting cycle. This field asks the program to identify: 1) their current licensure status, and 2) pass rates. OPA has developed the field and will begin reaching out to programs identified with last year's Licensure Report to inform them on how to complete the field.
- OPA has been in the process of developing a plan for leading the Fifth Year Interim Report.
  - A Kickoff Off event has been scheduled for early March. At this event, the Fifth Year Committee will be acknowledged and the process will be reviewed.
  - Once the new standards are announced at the December Annual Meeting, a report will be produced outlining institutional reporting expectations.
  - A report will be written once the revised standards are announced that will tie our most recent Compliance Certification Report from 2015 to the new Fifth Year Standards and identify areas of needed focus and improvement.
  - Operating Procedures (OPs) that are relevant to the Fifth Year Report will be reviewed again (the process was completed in the spring of 2017 as an initial review) and recommendations will be made.

**<span style="color:red">OUTCOME 2: Texas Tech University faculty and staff will be well-prepared to meet OPA's faculty credentialing, assessment, and strategic plan expectations.</span>**

- OPA will continue to manage existing DigitalMeasures activity and prepare for increased activity that will occur in the fall. This will include:
  - House Bill 2504 Compliance
  - DigitalMeasures Work requests
  - Working with the College of Business on DigitalMeasures implementation
  - Updating Program Coordinators into DigitalMeasures
  - Providing regular training opportunities
  - Faculty Annual Report Bootcamp
- Via email, OPA reached out to many new TTU faculty to introduce them to DigitalMeasures.
- TTU Assessment Network (TAN) meetings have been scheduled and initial agendas have been developed for both fall 2017 and spring 2018. OPA will continue to organize these events and more information will be available soon.
- OPA is beginning a new opportunity this fall with a committee called the Assessment Liaison Committee. This group will consist of college level representatives that are intended to represent faculty peers more than administrators. The goal of this group is

to provide additional support and information to their peers.  The committee's first meeting is September 7.

- TTU ISD asked for OPA's assistance last year with managing their own accreditation. With the recent restructuring, this was temporarily put on hold.  However, we will begin working with them again on this process this fall.
- The College of Education has requested the assistance of OPA with improving their college level assessment efforts to align institution level and college level priorities.  This is an ongoing process, but will transition to facilitating short educational opportunities and discussion sessions with program coordinators during the fall.
- In addition to all that has been mentioned here, many of which are regular and ongoing activities on their own, there are additional ongoing activities that OPA will continue throughout the academic year. This includes maintaining OPA feedback surveys, developing training videos, researching best practices in institutional assessment, and working closely with academic and nonacademic departments.

**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.**

- OPA will continue to monitor the University's compliance with laws, policy statements, and policies deriving from the State of Texas, THECB, and SACSCOC.
- OPA will continue to monitor SACSOC Principles of Accreditation's revision process.

**Miscellaneous Fall Activity**

- OPA is committed to achieving the Excellence in Assessment designation by the National Institute for Learning Outcomes Assessment (NILOA) by developing a mature Transparency Framework.  This is specifically related to web presence, but extends to general demonstration of assessment leadership.
- To improve transparency and annual reporting processes, OPA is exploring ways to publicly present Four Column Reports and SSL annual reports on the OPA website.
- 2017-2018 will be the final year of the Personal Potential Index study with a final upload in August 2018.
- The West Texas Assessment Conference is October 10. Planning and final preparations will increase over the next few months.
- The 2016-2017 OPA Annual Report is scheduled to be completed and disseminated by the end of fall 2017.