



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

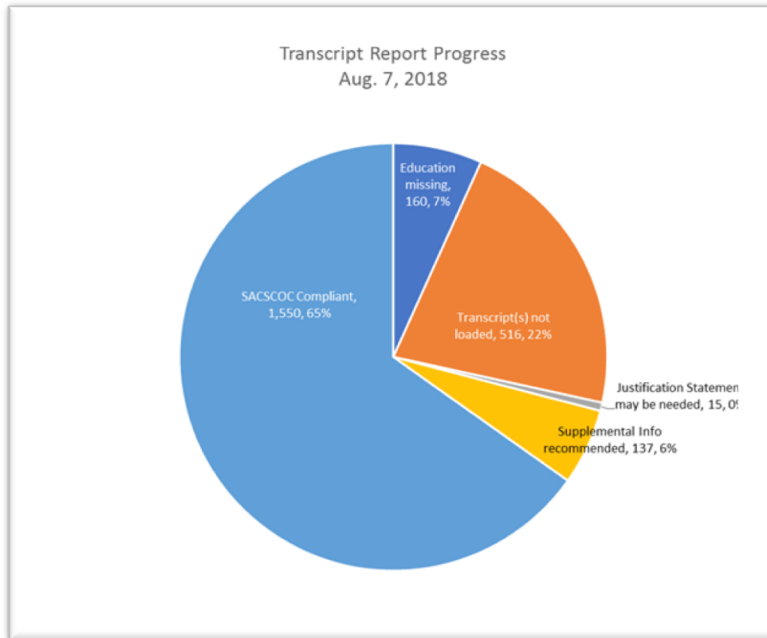
Institutional Effectiveness Weekly Report

August 24, 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
 - The electronic portfolio was successfully submitted on Friday, August 17. All packages were received by the SACSCOC Visiting Committee members.
 - OPA is currently planning the Mock Visit. Meeting requests for the Mock Visit were sent earlier this week.
 - Travel accommodations are being handled centrally by Kahlie Callison. There has been significant interaction between OPA and Edulink.
- ✦ Core Curriculum Updates
 - OPA will assist with the management and assessment of course level documentation of student learning using Qualtrics as a method of faculty reporting. The rubrics were created for each of the Foundational Component Areas in the new Core Curriculum and will be presented at the Core Curriculum Steering Committee meeting next week.
- ✦ Faculty Credentialing Documentation as it Relates to Section 6
 - Progress on the transcript report continues. The graphic below demonstrates where the process stands.



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 Aug 6, 2018	18	17	39	9	1	4
Week of Aug 13, 2018	25	25	26	7	4	1
Week of Aug 20, 2018	24	27	19	2	1	2
As of June 1, 2018	203	241	425	79	25	26

✦ Training Opportunities

- OPA staff met with Mitzi Ziegner in HDFS to discuss academic reporting before the October 1 deadline. OPA staff walked Ms. Ziegner through the process of reporting assessment information in Nuventive Improve and ensured all components were accounted for ahead of the submission deadline. OPA also scheduled time to meet with Dr. Stephanie Shine to discuss academic reporting for the Early Childhood degree program.

✦ General Faculty Credentialing

- New Faculty Orientation
 - OPA participated in the 2018 New Faculty Orientation on August 23, 2018.



- Current issues at RCoBA:
 - Preparation of Faculty Annual Report. As soon as the draft template is prepared, Jason Rinaldo and Jaeki Song will review. Following this, a committee appointed by Dean Williams will make a final review. RCoBA will run annual reports from DM in January.
 - Final changes in faculty accounts so that AACSB Table 15-1 runs correctly from DM. Percent responsibility is the issue and is nearly corrected.
 - Addition of a new journal field in DM that will list only journals approved as scholarly by RCoBA.
 - Training is set up for Area Coordinators and their administrative coordinators next week. Faculty training will follow in the weeks to come.
- Current issues at CASNR:
 - At a training and Q&A meeting with Dean Brown and all chairs, an issue came up that has to do with publications entered by students that become tied to faculty accounts. Sometimes faculty do not want these publications in their accounts, but DM doesn't allow faculty to delete the publications. OPA staff worked with DM developers and came up with a solution. Dr. Cindy Akers is working with OPA to test the solution, then it will be made available to all CASNR faculty.
 - Dean Brown would like to run Faculty Annual Reports from DM this year in a uniform format for all CASNR departments. OPA staff will continue to train CASNR faculty as needed so that this can be realized.
- Of 73 new full-time faculty at TTU for fall semester, 51 have been welcomed and introduced to DM by email and 22 were not able to be contacted because a current email address was not available. Several of the new faculty have received individual training. Others will attend sessions at the TLPDC next week.
- Open Work Requests

Request #	Date Opened	Title	Status
121	7/16/2018	Import Dottie Durband's DM account from previous institution	8-21: Prof. Durband will resume using her previous TTU account. Request closed. 8-21: DM notified TTU that Prof. Durband's previous TTU DM account has 394 records and her KSU account has 347 records. Because

			<p>some screens and fields do not align between the institutions, DM recommends Prof. Durband resume using her prior TTU account. OPA staff will notify Prof. Durband and see how she would like to proceed.</p> <p>8-16: DM asked for clarification about this import. The new expected completion date is 8-20.</p>
124	7/23/2018	Annual Report set-up College of Business	<p>8-14: DM asked if publications that are not either Accepted or Published be included in the report. OPA will consult with RCoBA about this.</p> <p>8-10: OPA staff agreed with the suggestions made on 8-9.</p> <p>8-9: DM asked for clarification about dates for publications and how they pull into the annual report. They suggested using similar logic as the AACSB 2-1 table: look at accepted date first and if that doesn't exist look at the published date.</p>
125	7/23/2018	Revision to "AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2017)"	<p>8-2: OPA and RCoBA staff prepared a spreadsheet with data to fill in the gaps of the % responsibility field. An import is underway and should be completed by 8-24.</p>
126	7/27/2018	Troubleshoot faculty not pulling into report	<p>8-1: DM developers pinpointed the problem to be that some faculty did not teach during the dates set up in the parameters of the report. OPA staff can compensate for this by manually adding courses for TTU-CR. Request complete and closed.</p>
127	7/27/2018	Split "Journal/Publisher/Proceedings Publisher" field	<p>8-20: OPA staff returned the request and asked that the new publication field be added, "RCoBA Accepted Journals (College of Business ONLY)." This field will include a drop down of all accepted RCoBA journals. If RCoBA faculty publish in any other publications, they will enter these in the other journal field. This will cause the counting of publications to be as RCoBA needs it to be. Expected completion is 8-23.</p> <p>8-7: DM asked if a ranking field should be added to the current Intellectual Publications screen. OPA staff replied that TTU already has a ranking field so this is not a solution.</p>
128	8/7/2018	Add two new degrees: BLA and MLA	<p>8-9: Request completed and accurate. Request closed.</p> <p>8-7: After OPA staff met with CASNR chairs, a request was made to add BLA and MLA to the drop down in the Degree field within the Education and Post Graduate Training screen.</p>
129	8/21/2018	Add new course prefix: EDTP	<p>8-21: Faculty and staff in the Teacher Education department notified OPA staff that there is a new course prefix: EDTP. This request will add the prefix to the drop down within the Scheduled Teaching screen. Expected completion is 9-5.</p>

130	8/21/2018	Import % Responsibility for College of Business	8-21: This work request is related to #125 above. This is the import of % responsibility for historical courses where the data was included. Expected completion is 9-5 although OPA staff requested that this be expedited.
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✦ TxAHEA

- A meeting was held on Tuesday, August 21 to discuss the development of the conference program. A draft conference program will be available soon.

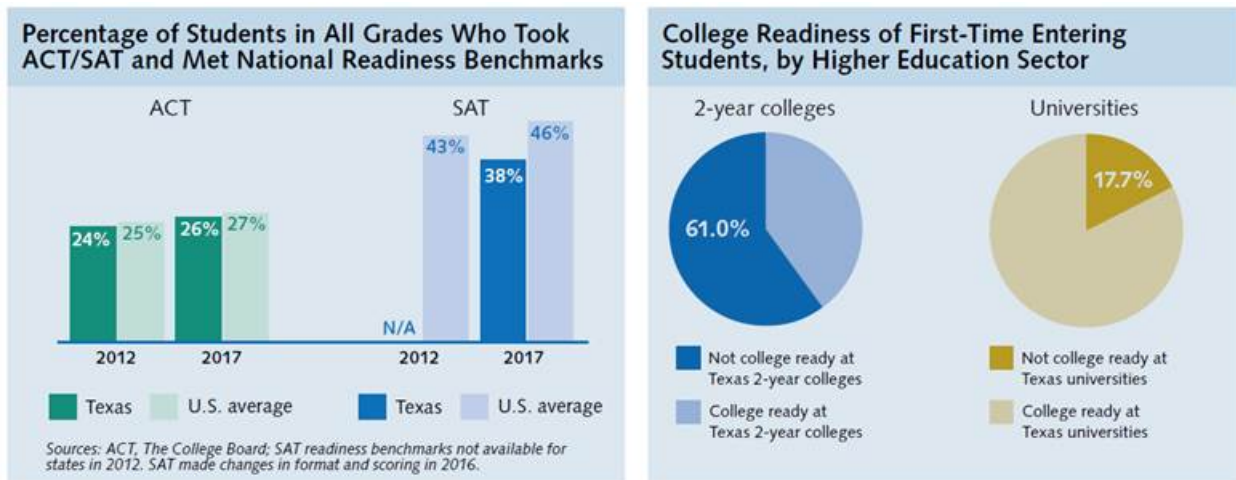
✦ Institutional Collaborative Assessment Updates

- OPA is currently in the process of compiling the final set of outcomes data for the Personal Potential Index grant. The deadline for submitting outcomes data is August 31, 2018; however, OPA expects to submit the information no later than August 24. Submission of this information will conclude the PPI grant activity.

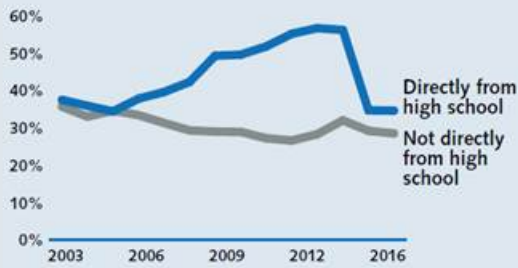
OUTCOME 3: The Office of Planning and Assessment will continually monitor the university's compliance with laws, policy statements, and policies deriving from the State of Texas, THECB, and SACSCOC.

✦ THECB Updates

- An August 2018 overview of developmental education reported that 42.6% of first-time students entering higher education are NOT college ready. Among those who are not college ready in math, reading, or writing, only 40–60 percent meet readiness standards within two years, and about 25–40 percent go on to complete a college-level course. With respect to completion of a degree or certificate within six years, non-ready students lag behind those who enter college ready in all subjects. Fortunately, the outcomes for underprepared students have been improving steadily over the past five years, and more progress is anticipated with the implementation of co-requisite developmental education statewide. The graphics below demonstrate college readiness data:



Entering Students Who Met College Readiness Standards



The decrease in college readiness from 2014 to 2015 may be related to a change in high school testing policy; specifically, the exit-level TAKS test, which could be used to show college readiness, is no longer available.

Students Who Were Not College Ready but Met Readiness Standards within Two Years, by Subject

First-time-in-college students, by fall cohort year



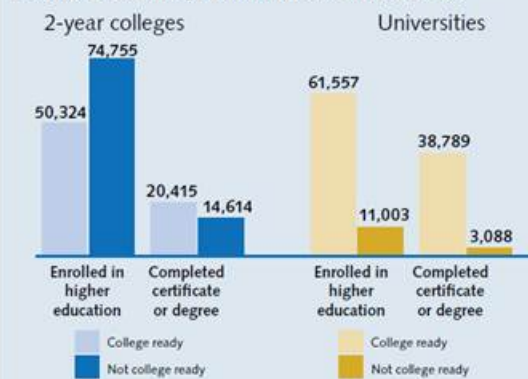
Students Who Were Not College Ready but Completed First College-Level Course within Two Years, by Subject

First-time-in-college students, by fall cohort year



Student Completion within Six Years of College Entry, by College Readiness

First-time-in-college students, fall 2011 cohort



Cohort tracked 6 years for completion of degree.

- DeCha Reid, Director of Financial Aid Services at THECB, announced that the maximum award amount for the Texas Armed Services Scholarship Program (TASSP) for FY 2019 is \$4,000. Students must complete their TASSP online applications by October 15, 2018. The purpose of this award is to encourage students to become members of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, or United States Merchant Marine, or to become commissioned officers in any branch of the armed services of the United States.
- THECB's Innovation and Policy Development group notified institutions that on August 28, 2018 from 10:00 to 11:30 a.m., a webinar will be held to provide guidance on how to effectively communicate information presented in student debt letters required by SB 887. A video link will be available on THECB's home page www.thecb.state.tx.us the morning of August 28.
- ✦ SACSCOC Updates
 - A new list <http://sacscoc.org/pdf/webmemlist.pdf> was published of institutions that are accredited and those that are candidates. Actions taken by the Commission are included.

- Two Substantive Change workshops are planned: Sept. 28 in Montgomery, AL; and Nov. 2 in San Antonio. Registration and other information is available at this website <http://www.sacscoc.org/Substantivechangeworkshops.asp>.
- Several upcoming webinars will address other Substantive Change obligations. Registration is available here <http://www.sacscoc.org/Substantivechangeworkshops.asp>.
 - Aug. 30, What Not to Report
 - Sept. 26, Faculty Rosters for Substantive Changes
 - Oct. 15, Dealing with Unreported Substantive Change
 - Nov. 13, Closing Programs and Off-Campus Instructional Sites
- Many new policy statements were published on the SACSCOC website and are summarized below:

Name	Summary	Link
Agreements Involving Joint and Dual Academic Awards	Guidelines when two or more institutions grant dual or joint academic awards bearing the names, seals, and signatures of one or both institutions.	http://sacscoc.org/pdf/JointDualAwards.pdf
Administrative Procedures for the Meetings of the Committees on Compliance and Reports	Guidelines when the Committees on Compliance and Reports meet with institutional representatives if there is a significant possibility that Commission action could be taken	http://sacscoc.org/pdf/081705/AdminProceduresMeetingsC&R.pdf
Advising and Student Recruitment	Guidelines for principles of good practice, integrity, and responsibility in student advertising and recruitment	http://sacscoc.org/pdf/081705/advertising.pdf
The Appeals Procedures of the College Delegate Assembly	Procedures to be followed allowing applicant, candidate, and member institutions to appeal adverse decisions taken	http://sacscoc.org/pdf/081705/AppealsProcedures.pdf
Complaint Procedures Against SACSCOC or Its Accredited Institutions	Procedures enabling SACSCOC to address possible violations of its Principles of Accreditation, the Core Requirements, and policies and procedures	http://sacscoc.org/pdf/081705/complaintpolicy.pdf
Credit Hours	Guidance regarding credits and federal regulations set forth regarding the award of credit	http://sacscoc.org/pdf/081705/Credit%20Hours.pdf
Deadlines for Reports and Profiles	Institutions are required to submit their response by the date requested by SACSCOC staff at the summer or annual meeting; also procedures to follow when requesting an early review of a sanction, an extension of due dates for reports and responses, and a delay of submitting audit reports	http://sacscoc.org/pdf/081705/deadline%20for%20reports.pdf
Direct Assessment Competency-based Educational Programs	Guidance on expectations regarding the establishment and review of direct assessment of competency-based programs and its hybrids	http://sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf
Disclosure of Accrediting Documents and Actions	Policies regarding public release of contents of a Compliance Certificate,	http://sacscoc.org/pdf/081705/disclosure.pdf

	QEP, Application for Membership, and Committee reports	
Distance and Correspondence Education	Policies regarding verification of identity of a student, privacy of students, notification of additional charges, accurate headcount of enrollment, and compliance with the Principles of Accreditation	http://sacscoc.org/pdf/DistanceCorrespondenceEducation.pdf
Dues, Fees, and Expenses	Policy regarding payment of dues and fees by institutions to SACSCOC	http://sacscoc.org/pdf/081705/Dues.pdf
Enrollment Growth of an Institution	Guidance to ensure that institutions with significant growth continue to maintain the quality of educational programs and services offered and to comply with the Commission	http://sacscoc.org/pdf/081705/Enrollment%20Growth%20Institutions.pdf
Governing, Coordinating, and Other State Agencies: Representation on Evaluation Committees	Policies regarding an institution's governing board during an on-site review	http://sacscoc.org/pdf/081705/GoverningRepresentation.pdf
Integrity and Institutional Obligations to SACSCOC	Presidents of institutions are obligated to review and ensure the accuracy and integrity of materials submitted by the institution	http://sacscoc.org/pdf/081705/integrity.pdf
Litigation: Institutional Obligations	Policies regarding costs of compliance with third-party requests; institutional financial obligations following litigation; and choice of law, jurisdiction, and venue	http://sacscoc.org/pdf/081705/Litigation.pdf
Policies, Guidelines, Good Practices, and Position Statements: Definitions for Accreditation Purposes	Definitions of each as outlined in the title	http://sacscoc.org/pdf/081705/PoliciesGuidelinesDefinitions.pdf
The Quality and Integrity of Undergraduate Degrees	Obligation to ensure that innovative educational pathways maintain or enhance the quality and integrity of undergraduate degrees	http://sacscoc.org/pdf/081705/Quality%20and%20Integrity%20of%20Undergraduate%20Degrees.pdf
Reimbursement for Expenses	Policies regarding no honorariums, reimbursement for actual expenses, travel by airline encouraged, who is reimbursed, and Expense Vouchers	http://sacscoc.org/pdf/081705/ReimbExpenses.pdf
Reports Submitted for SACSCOC Review	Directions for submitting the Response and Monitoring reports	http://sacscoc.org/pdf/Reports%20requested%20for%20COC%20review.pdf
Special Committee Procedures and Team Report	Protocols for conducting Special Committee reviews	http://sacscoc.org/documents/specialcommitteesrevised.pdf
Third-Party Comment by the Public	Procedures for the public when submitting third-part comments regarding an institution's performance	http://sacscoc.org/pdf/Third%20Party%20Comment%20by%20the%20Public-Final.pdf
Unsolicited Information	Circumstances that warrant SACSCOC review of unsolicited information	http://sacscoc.org/pdf/081705/UnsolicitedInformation.pdf