



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

August 31, 2018

Special Report – Update on TTU-CR Mock Visit

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

The TTU-CR electronic portfolio was submitted to SACSCOC on August 20, 2018. OPA is pleased and proud to have played a significant role in this process. Here's our staff as we're preparing to send the portfolios to FedEx!



There has been a significant amount of effort this week on preparing for the mock visit. Draft agendas are provided for Day 1 and Day 2 below.

TTU-CR Mock Visit

DRAFT AGENDA – DAY 1

Thursday, September 13

8:30 AM – 1:00PM

8:30 – 9:30 – Meeting 1

Lubbock Location ADM 215, Coffee and muffins provided by TTU Catering from 8:30 – 9:30

TTU-CR Location Raider Room A, Working TICO breakfast provided by Sketch Events from 8:30 – 9:30

I. Introductions/Welcome to TTU-CR

a. Overview of TTU-CR/Video Presentation – Sukant Misra, Jorge Salazar-Bravo

Lubbock Attendees: Stewart, Segran, Hall, P. Hughes, Nutter, Toda, Hennington, Pruitt, Bowman, Martinez, Hernandez, Engineering Advising Staff, RHIM Advising Staff

Costa Rica Attendees: All Edulink staff (18), James, J. Hughes, Gerlich, Henry, Syma, TTU-CR faculty (8), Misra, Salazar-Bravo, Massengale, Duran, Louder, Hart, Jones

8:00am – 8:30am - Full Breakfast for 37 people (Dining common room)

Meeting in Raider Room A

Need to do:

- ~~Send invitations to OIA staff besides Kelley Coleman. Please see Miranda Pruitt added to Lubbock attendee list.~~
- ~~See TEO staff listed specifically in attendee list (Shelly Bowman and Brenda Martinez).~~
- Send invitations to Engineering Advising staff
- ~~Send invitations to RHIM Advising staff. Jennifer contacted Dr. Jones on 8/27/18. Awaiting response. Hughes talked to Jones on 8/30/18 and he asked that we include Deborah Fowler and Shane Blum.~~
- Forward to Edulink staff as determined by Ellen Rose
- Forward to TTU-CR faculty

9:30 – 10:00 – Meeting 2

Lubbock Location ADM 215

TTU-CR Location Raider Room A

- II. Overview of SACSCOC Substantive Change
 - a. Why is this visit critical? – Darryl James, Jennifer Hughes
 - b. What can we expect during the visit?
 - c. What is the goal of the mock visit?
 - d. Presentation of electronic portfolio

Lubbock Attendees: Stewart, Segran, Hall, P. Hughes, Nutter, Toda, Hennington, Pruitt, Bowman, Martinez, Hernandez, Engineering Advising Staff, RHIM Advising Staff

Costa Rica Attendees: All Edulink staff (18), James, J. Hughes, Gerlich, Henry, Syma, Hart, Louder, Duran, Massengale, TTU-CR faculty (8), Misra, Salazar-Bravo, Jones

Beverage station outside the Raider Room (table and tablecloths provided by TTU)

Need to do:

- ~~Send invitations to OIA staff besides Kelley Coleman. See Miranda Pruitt added.~~
- ~~See TEO staff added to Lubbock attendees (Brenda Martinez, Shelly Bowman).~~
- Forward invitations to TTU-CR faculty
- Forward to Edulink staff as determined by Ellen Rose

10:00 – 10:15 – Meeting 3

Lubbock Location ADM 215

TTU-CR Location Raider Room A

- III. Discussion of SACSCOC Committee Members
 - a. Who is our Committee Chair? – James, Hughes
 - b. Who is our SACSCOC Vice President?
 - c. Who are our committee members?
 - d. How will the interviews be structured?
 - e. What should I do or say during the interview?
 - f. Committee protocols – i.e., facilities tour, workroom etiquette, gifts

Lubbock Attendees: Stewart, Segran, Hall, P. Hughes, Nutter, Toda, Hennington, Pruitt, Bowman, Martinez, Hernandez, Engineering Advising Staff, RHIM Advising Staff

Costa Rica Attendees: All Edulink staff, James, J. Hughes, Gerlich, Henry, Syma, TTU-CR faculty, Misra, Salazar-Bravo, Jones, Hart, Louder, Duran, Massengale

Need to do:

- ~~Send invitations to OIA staff besides Kelley Coleman. See Miranda Pruitt added.~~
- ~~See TEO staff added (Shelly Bowman, Brenda Martinez).~~
- Forward invitations to TTU-CR faculty

- Forward to Edulink staff as determined by Ellen Rose

10:15 – 10:45 – Meeting 4

Lubbock Location ADM 215

TTU-CR Location Raider Room A

- IV. Mock Interview over Standard 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.

Interviewers: James, Hughes

Lubbock Attendees: Stewart, Members of TTU-CR Dean Search Committee

Costa Rica Attendees: Blanco, Salazar-Bravo, Misra, Rose

Need to do:

- Send invitations to TTU-CR Dean Search Committee

10:45 – 11:30 – Meeting 5

Lubbock Location ADM 215

TTU-CR Location Raider Room A

- V. Mock interview over Standard 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)

Interviewers: James, Hughes

Lubbock Attendees: Hernandez, Stewart, Jones, Toda

Costa Rica Attendees: Misra, Salazar-Bravo

11:30 – 11:45 – BREAK

11:45 – 12:15 – Meeting 6

Lubbock Location ADM 215

TTU-CR Location Raider Room TBD

VI. Mock interview over Standard 8.2a – Student Learning Outcomes

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: student learning outcomes for each of its educational programs.

Interviewer: James

Lubbock Attendees: Morton, Giesselmann

Costa Rica Attendees: Hughes, TTU-CR Faculty Members

Need to do:

- Send invitations to TTU-CR faculty

12:15 – 12:45 – Meeting 7

Lubbock Location ADM 215

TTU-CR Location Raider Room TBD

VII. Mock interview over Standard 10.5 - Admissions Policies

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.

Interviewer: James, Hughes

Lubbock Attendees: Pruitt

Costa Rica Attendees: Edulink recruiter, Salazar-Bravo, Misra, Rose

Need to do:

- ~~Send invitations to OIA staff besides Kelley Coleman. See Pruitt added.~~
- Forward to Edulink staff as determined by Ellen Rose

12:45 – 1:00 – Meeting 8

Lubbock Location ADM 215

TTU-CR Location Raider Room A

- VIII. Wrap-Up Meeting with Misra, Salazar-Bravo, James, J. Hughes, Rose, IT staff
- a. Discussion of technical issues
 - b. Feedback regarding interviews
 - c. Identify areas of concern
 - d. Preparation for Day 2

1:00 – Team Lunch at TTU-CR

Ellen would make a Welcome opening.

1:00pm – 2:00pm - Full Lunch for 33 people (Dining common room)

Lunch: 42 people

Costa Rica Attendees: All Edulink staff (18), James, J. Hughes, Gerlich, Henry, Syma, TTU-CR faculty (8), Misra, Salazar-Bravo, Massengale, Duran, Louder, Hart, Jones, Taylor, Hart, Hankins, Louder

Afternoon Activities in Costa Rica

- Participate in campus tour to increase familiarity of TTU-CR campus – 30 Minute tour guided by CR Marketing team
- TTU-CR conference rooms available for afternoon work sessions
- Observation by TTU Student Affairs
- Resolution of technical issues
- Preparation of hotel work room
- Training sessions on assessment, distance learning, degree plans, etc.

TTU-CR Mock Visit

DRAFT AGENDA – DAY 2

Friday, September 14

12:00PM – 5:15PM

Morning Activities in Costa Rica

- TTU-CR conference rooms available for morning work sessions.
- Assemble group of TTU-CR faculty to discuss expectations for on-site visit.
- Assemble group of TTU-CR students to discuss expectations for on-site visit.
- Training sessions on assessment, distance learning, degree plans, etc.

12:00 – 1:00 Meeting 9

Lubbock Location ADM 215, Sandwich Lunch provided by TTU Catering

TTU-CR Location Raider Room, Working Lunch provided by Sketch Events

- IX. Working Lunch
- a. Mini “Need to Know” presentations during lunch
- i. These mini presentations will focus on sharing critical information about the TTU-CR campus, so we’re all on the same page for the SACSCOC visit
 - ii. Greeting, Principle of Integrity –Darryl James, Jennifer Hughes (5 mins)
 - iii. Student Affairs –Cathy Duran (10 mins)
 - iv. Academic Support Services –Patrick Hughes (10 mins)
 - v. Library Services – Dean Bella Gerlich (10 mins)
 - vi. IT Services –Sam Segran (10 mins)
 - vii. Emphasize Principle of Integrity –Darryl James (10 mins)

Lubbock Attendees: James, Stewart, P. Hughes, Segran, Hart, Durham-DeCesaro, Hennington, Engineering Advising Staff, RHIM Advising Staff, TEO Staff, OIA Staff

Costa Rica Attendees: All Edulink staff, Misra, Salazar-Bravo, Syma, Gerlich, Duran, TTU-CR faculty

Need to do:

- Send invitations to OIA staff besides Kelley Coleman
- Send invitations to Engineering Advising staff
- Send invitations to RHIM Advising staff
- Forward to Edulink staff as determined by Ellen Rose
- Forward to TTU-CR faculty

1:00 – 2:00 Meeting 10

Lubbock Location ADM 215

TTU-CR Location Raider Room

- X. Mock Interview over Standard 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.

Interviewers: James, Hughes

Lubbock Attendees: Durham-DeCesaro, Bowman, Martinez, OIA Staff members

Costa Rica Attendees: Edulink Student Affairs staff member, Edulink Advising staff member, Salazar-Bravo, Rose

Need to do:

- Send invitations to OIA staff besides Kelley Coleman

2:00 – 3:00 Meeting 11

Lubbock Location ADM 215

TTU-CR Location Raider Room

- XI. Mock interview over Standard 11.1 – Library and Learning/Information Resources
The institution provides adequate and appropriate library and learning/information resources, services, and support for its mission.

Interviewers: James, Hughes

Costa Rica Attendees: Edulink Library Coordinator, Dean Gerlich, Carrye Syma, Cynthia Henry

3:00 – 3:15 – BREAK

3:15 – 4:15 Meeting 12

Lubbock Location ADM 215

TTU-CR Location Raider Room

- XII. Mock interview over Standard 12.1 and Standard 12.4 – Student Support Services, Student Complaints
The institution provides appropriate academic and student support programs, services, and activities consistent with its mission. (12.1)

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. (12.4)

Interviewers: James, Hughes

Lubbock Attendees: Hughes, Nutter, Kiser, Engineering Advising Staff, RHIM Advising Staff

Costa Rica Attendees: Duran, Massengale, Edulink advisor, Edulink Student Affairs

Need to do:

- Send invitations to Engineering Advising staff
- Send invitations to RHIM Advising staff
- Forward to Edulink staff as determined by Ellen Rose

4:15 – 5:15 Meeting 13

Lubbock Location ADM 215

TTU-CR Location Raider Room

XIII. Mock interview over Standard 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.

Interviewers: James, Hughes

Lubbock Attendees: Hennington, Segran, Hall

Costa Rica Attendees: Edulink architect, Edulink IT employee, Louder

Need to do:

- Forward to Edulink staff as determined by Ellen Rose

Day 2 Ends 5:15 PM

7:00 – 10:00

XIV. Working Dinner – 7:00 – 10:00, Arranged by Sketch Events

Wrap-Up Meeting with Misra, Salazar-Bravo, James, J. Hughes, Duran, Massengale, Louder, Rose, Edulink IT staff, Edulink Operations staff

- a. Discussion of technical issues
- b. Feedback regarding interviews
- c. Identify areas of concern
- d. Preparation for feedback report

Depart for Lubbock Saturday, September 15