



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report September 8, 2017

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.

- ✦ SACSCOC Documentation Updates
 - Last week's IE Weekly Report focused on the data needs for each of the proposed revised SACSCOC standards. OPA staff will follow-up with Dr. James to discuss how he wishes to share this information with other TTU administrators.
- ✦ The University Level Institutional Effectiveness Committee met September 6, 2017 to discuss annual reporting information including Support Service Level deadlines, HB 2504, the Annual Assessment Report October 1 deadline, and Raiders Engaged. Additionally, demonstrations of the Progress Portal and OPA website were also shared with this group.
 - Darryl James
 - OPA Staff
 - David Roach
 - David Doerfert
 - Jason Rinaldo
 - Wendy Humphrey
 - Sheila Scott
 - Lisa Rogers
 - Annette Hernandez
 - Terrance Youngblood
 - Hansel Burley
 - Saif Haq
 - Amy Koerber
 - Joshua Barron (for Patrick Hughes)



- ✦ The deadline for Support Service Level Continuous Improvement Reports was Friday September 1. OPA has received reports from 34 of the 43 units, while 8 of the units have requested extensions in order to analyze data that was being collected through August 31, 2017. Two SSL units require follow-up on the status of their report. The SSL IE Committee will meet this fall to discuss the review process.

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

- ✦ TracDat and DigitalMeasures refresher courses were offered twice last week at the TLPDC.
- ✦ OPA staff have been assisting many faculty members as new DigitalMeasures accounts are created and courses added. The deadline for Fall 2017 HB 2504 compliance was September 6, 2017.
- ✦ OPA staff met with Mechanical Engineering's interim program coordinator and introduced TracDat, and discussed their program's assessment plan. Program coordinators in Human Development and Family Studies and Psychological Sciences were trained on TracDat, too.
- ✦ Degree Program Coordinators have been updated in DigitalMeasures to reflect those currently assisting each degree. This effort reflects weeks of work by several OPA staff members as lists from the THECB, TracDat, and OPA records were merged into one. The DigitalMeasures report is attached to this report and represents the most up-to-date information OPA has produced in several years.
- ✦ Developmental Opportunities
 - OPA held its inaugural Assessment Liaison Committee meeting. We discussed the purpose of the committee along with upcoming assessment training and deadlines. The next scheduled meeting will take place in spring 2018.
 - OPA Learning Series offered a presentation on August 30 titled *Improving Your Assessment Plan*.



- ✦ Faculty Credentialing
 - Open Work Requests

Request #	Date Opened	Title	Status
54	7/27/2017	Screen Revisions to pull Engaged Scholarship	8-25-17: The revisions were returned and were correct. This request is closed.
55	8/11/2017	Add "REF" to Course Prefix drop-down	8-24-17: The prefix was added. This request is closed.
56	8/15/2017	New Report: "CoB Curriculum Vitae (separated by individual)"	9-7-17: DM developers continue to work on this new report. Expected completion is 9-8.
57	8/22/2017	Changes to VPA Annual Faculty Report	9-6-17: The changes were completed and are correct. This request is closed.
58	8/23/2017	Transfer DM accounts from another institution	8-23-17: Two new faculty members had DM accounts at their previous institution. This request is to import their information to their TTU account. Expected completion is 9-8.
59	8/30/2017	Transfer DM accounts from another institution	8-30-17: Two additional new faculty members had DM accounts at their previous institution. This request is to import their information to their TTU account. Expected completion is 9-14.
60	8/25/2017	Help information for Justification Statements	8-25-17: To make the "Notes" information clearer within the Justification Statement screen, we are adding the following verbiage, "The justification statement is written by the Department Chair, printed on letterhead with the Chair's signature, and then sent to opa.support@ttu.edu to be entered into DigitalMeasures. Helpful resources [with links to each of these]: 1) Why are Justification Statements Necessary, 2) Building a Justification Statement, 3) Justification Statement Examples, and 4) Justification Statement Training Video. Expected completion is 9-11.
61	8/30/2017	More screen changes to capture Outreach & Engagement	8-30-17: At the request of Birgit Green, the statement included on DM screens to attempt to capture more O&E will be updated to, "Does this activity involve Engaged Scholarship?" Under the toggle yes/no, an additional statement will be updated to, "Please provide additional details for

			TTU's 'Raiders Engaged' assessment of Outreach and Engagement activities at the following link: https://appserv.itts.ttu.edu/raidersengaged . (Note: Data reported in Raiders Engaged will be automatically uploaded into the 'Outreach and Engagement' section of DigitalMeasures.)" This information will appear on the following DM screens: Non-Credit Instruction Taught; Artistic and Professional Performances and Exhibits; Intellectual Contributions; Presentations; Non-Sponsored Research; Contracts, Grants, Sponsored Research; and Scheduled Teaching.
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- Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,877)	2,013	6,555	14,651	74,808

- ✦ West Texas Assessment Conference
 - Two potential presenters have declined the offer to present: Dr. Brandon Combs from the University of Central Arkansas and Mr. Brandon Nichols from Kennedy King College in Chicago. Cuts in travel budgets were identified as the reason for withdrawing.
- ✦ Institutional Collaborative Assessment Updates
 - OPA created Raiders Engaged college-level reports showcasing outreach and engaged scholarship efforts as it relates to the new TTU Strategic Plan. While the data alignment to the new goals for outreach and engaged scholarship is not perfect, it does show how colleges are already making a significant contribution to the new priorities. These reports have been provided to Dr. Birgit Green who will distribute them to college representatives as she sees fit.
 - The Raiders Engaged survey officially launched on Tuesday September 5th with an email from Provost Galyean. Since its launch, the survey has received 10 project submissions. The survey will remain open until December 1, 2017, at which point OPA and Dr. Green will conduct individual follow-ups to ensure data is accurate and all major areas are reporting project information.

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
 - The Coordinating Board has allowed institutions affected by Hurricane Harvey and its aftermath to delay their Census Date and fall enrollment reporting for up to two weeks and to adjust their 20th class days accordingly. Refund policies are tied to the 20th class day date for GAIs, which are required to collect minimum payments under Texas Education Code (TEC) 54.006. The Coordinating Board strongly encourages all institutions to consider more generous refund policies, as allowable by 54.006 (b-2) for students who were directly impacted by the storm.
 - Statutory Rules and Excerpts Related to General Academic Institutions, for refund or adjustment of tuition and mandatory fees for dropped courses and student withdrawals,

states, “if the student withdraws during a fall or spring semester or a summer term of 10 weeks or longer:

- Prior to the first class day, 100 percent
- During the first five class days, 80 percent
- During the second five class days, 70 percent
- During the third five class days, 50 percent
- During the fourth five class days, 25 percent
- After the fourth five class days, none.”
- Further, a general academic teaching institution may provide to a student withdrawing from the institution a refund “in an amount greater than the amount required above.”
- Following Hurricane Harvey, a document titled *Natural Disaster Guidance and Regulatory Relief* was posted with the following content.

NASFAA would like to remind schools in the areas affected by Hurricane Harvey about existing guidance regarding the impact of a "major disaster" on the administration of the Title IV student assistance programs. [Dear Colleague Letter GEN-10-16](#) is intended to help Title IV student financial aid participants affected by a federally declared major disaster. Institutions with any questions or concerns can contact the Research and Customer Care Center at 1-800-433-7327 or use [this form](#) to provide the Department of Education with the requested information.

Unless stated otherwise, the regulatory relief described in the [Dear Colleague Letter](#) applies to all recipients of Title IV aid and their families who at the time of a disaster were residing in, employed in, or attending an institution located in a federally-declared disaster area in the United States.

For affected institutions, guidance states that a Title IV program participant that does not carry out an otherwise required action in administering program aid must document that fact and indicate which alternative procedures, if any, were used. If an emergency prevents an institution from routine operations, that institution should contact Federal Student Aid at 1 (800) 433-7327 or by e-mail at fsa.customer.support@ed.gov.

In addition, the Department’s [National Disaster Information page](#) on the Information for Financial Aid Professionals website provides further information including resources for students, parents and borrowers.

- A 2015-2016 Student Migration Report released by the THECB compares fall 2015 enrollment in Texas public community, state, and technical colleges to fall 2016 enrollment. Students are counted in only one category.

**Student Migration Report
Fall 2015 to Fall 2016
Texas Statewide Summary**

	Same Institution		Other 2-year		Other 4-year		Not Found		Total
	N	%	N	%	N	%	N	%	
GRADUATES	12,133	16.5	1,753	2.4	19,220	26.1	40,407	55	73,513
NON-GRADUATES	269,932	42.7	38,774	6.1	67,534	10.7	255,204	40.4	631,444
CORE CURRICULUM COMPLETERS	5,586	43	597	4.6	3,664	28.2	3,142	24.2	12,989
FIELD OF STUDY COMPLETERS	150	25	10	1.7	264	43.9	177	29.5	601