Texas Tech University
Office *of the* Provost

Office *of* Planning & Assessment™

Institutional Effectiveness Weekly Report
September 21, 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 Mock Visit
  ✦ The mock visit was successfully held on September 13 and 14 in San Jose, Costa Rica. Mock interviews were held with TTU-CR faculty, TTU faculty, Edulink staff, and TTU staff. These interviews provided an opportunity to mitigate risk. Several action items resulted from the mock visit (see below):
    - ~~Send TTU-CR faculty a list of student learning outcomes for each of the degree programs, so that faculty are aware of the TTU assessment process. (OPA)~~
    - Remind those who may be called to discuss 6.2a, 6.2b, and 6.2c to have examples of TTU-CR faculty hiring examples readily available to share. (Misra, Salazar-Bravo)
    - ~~Send the list of relevant degree program coordinators to TTU-CR faculty, Misra, and Salazar-Bravo. (OPA)~~
    - ~~Provide signage for the Workroom and Raider Rooms, so that SACSCOC Committee Members can easily identify these locations. (Edulink)~~
    - Dr. Misra's video should be shared locally in Lubbock and locally in San Jose, so that Internet streaming is not an issue at either location. (IT)
    - ~~Prepare nametags for committee members. (Edulink)~~
    - ~~Prepare name placards in meeting rooms for committee members and interviewees. (Edulink)~~
    - Bring hard copy transcripts of TTU-CR faculty to San Jose. (Jennifer)
    - Provide English keyboards to committee members. (IT)
    - ~~Prepare TTU-CR students that they will be called for an interview and hold a meeting to prepare the students (Misra, Salazar-Bravo, Edulink).~~
    - Organize a meeting with eLearning/Registrar's Office/Salazar-Bravo/Misra to flush out what types of classes can be offered to TTU-CR students online and/or face-to-face in CR. (Jennifer to organize meeting).
    - Discuss the development of a student survey for TTU-CR students to provide feedback (Jennifer to organize meeting).
    - Visit with Brenda and Gabriela about the TLPDC and the services that are offered (Salazar-Bravo).

- Organize a meeting with Gabriela and Brenda and Engineering advisors (Nutter).
- Discuss institutional training opportunities for Edulink employees (Jennifer will work with Salazar-Bravo to schedule).
- Promote IT Help Central services to TTU-CR students (Jennifer to visit with Scott Hall).

✦ Compliance with Texas HB 2504 is nearly complete for fall semester. The graphic below demonstrates compliance. Several new faculty members are still in the process of uploading syllabi, so we expect compliance to be slightly higher when the process is complete.
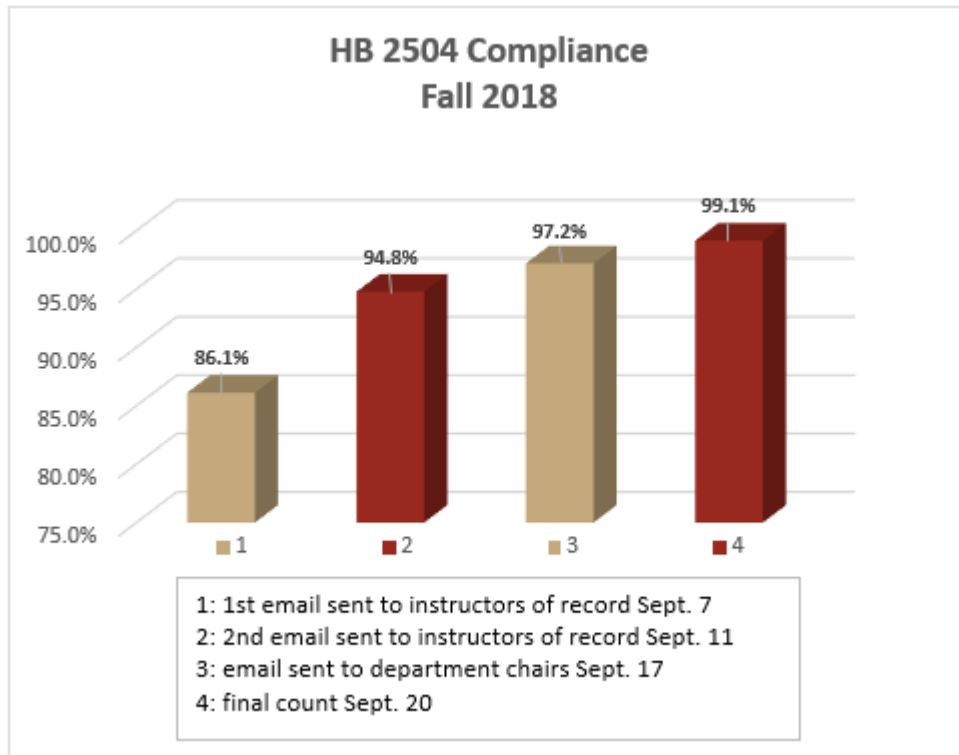
✦ A Yearly Faculty Credentialing report is complete and will be shared with Dr. Darryl James and Dr. Rob Stewart next week. The report is attached. This, combined with Faculty Transcript Reports for each Department, demonstrates TTU's commitment to faculty compliance.
✦ Core Curriculum and Strategic Planning
  - OPA staff met with Darryl James and Genevieve Durham-DeCasero to discuss strategies for implementing an updated assessment model that incorporated the Student Signature Experience. More information will come after the proposed model is discussed with the department chairs at the October Chairs Meeting.

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

- ✦ OPA has been in contact with degree program coordinators regarding the upcoming **October 1 deadline**. OPA staff have been meeting one on one with new PCs to provide training on Nuventive Improve and consultation on the program assessment plan. This week, OPA met with PCs for Engineering, Communication Studies, Computer Science, and English degree programs. OPA will continue to be available to assist as needed as coordinators complete their assessment plans for 2017-2018.
- ✦ 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 Sept 10, 2018	22	22	56	1	2	0
Week of Sept 17, 2018	36	30	35	15	11	4
As of Sept 1, 2018	113	116	152	24	12	2

- ✦ Training Opportunities
  - ▪ On September 10, OPA offered a Coffee Break session titled "Communicating Assessment Data." Due to low attendance, the participants mainly discussed assessment in general.
- ✦ General Faculty Credentialing
  - ▪ Mike Simmons, Daniel East, Jennifer Hughes, Craig Morton, and Betty Ann Thomas met via Skype to discuss course mapping into Nuventive Vitae. As a result, IT personnel will map DM and Vitae fields and prepare spreadsheets as requested by Vitae.
  - ▪ New faculty DM accounts were not auto-creating when the Banner to DM uploads happened. OPA notified IT staff, and a correction was made.
  - ▪ Open Work Requests

Request #	Date Opened	Title	Status
124	7/23/2018	Annual Report set-up College of Business	9-17: DM completed the requests and indicated that the current logic is the closest they can get to "locking" records. The report is now under review of RCoBA. 9-10: RCoBA reviewed the report and have several other requests: 1) Is it possible to "lock" the date a publication first appears on their annual report so that it will only count for a maximum of three years after that? It wouldn't matter if the date was first entered as "accepted" or "published." Just whatever is the earliest date is when the three years of counting start. 2) Under the Service section, something is strange about the way it appears on the report. Is says "approximately" several times on some entries. See the attached example. Can you fix this? We ran the report for Jaeki Song for Jan. 1 to Dec. 31

			2018. 3) The last two pages of the report can be deleted. RCoBA faculty will not write goals or have signatures in DM.
125	7/23/2018	Revision to "AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2017)"	9-11: The report did not run correctly. DM developers believe there is an error in the logic and are looking into this issue.
127	7/27/2018	Split "Journal/Publisher/ Proceedings Publisher" field	9-16: DM completed the request. They updated reports that would be affected. OPA staff forwarded the news to RCoBA and have not heard of any continuing issues. Work request closed.
130	8/21/2018	Import % Responsibility for College of Business	9-20: RCoBA has not reported any errors with the import. Work request closed.
131	8/29/2018	Change Network Address	8-29: Mark Fisher with TTU IT notified OPA that a change in DM's network address is needed. OPA notified DM. DM gave the host name, path, and port. DM offered a staff member from their technical support team who can work closely with Mark. The update is planned for Sept. 21 from 7:00 to 8:00 a.m. It should run smoothly, but DM and Mark are prepared to make corrections, if needed, as soon as the update completes.
131	8/31/2018	Change in Proofing Report	9-12: DM completed the request and it looks good. Request closed.
132	9/4/2018	Data Copy Request: Alex Ross Fleming	9-19: Data copy complete. Waiting for Prof. Fleming approve.
133	9/4/2018	Standardize "Visible on Public Access Website" fields	9-13: DM completed the request and this can be closed. NOTE: OPA staff worked with TTU IT to ensure that the changes in these fields will continue to work appropriately as items are pulled into PACI. 9-6: OPA requested that the default be "Yes" for each screen so that unless a faculty member checks "No," the data will appear on PACI. 9-5: DM completed the request.
134	9/6/2018	Data Copy Request: Carissa D'Aniello	9-19: Data copy request is complete and Prof. D'Aniello confirmed it is accurate. Work request closed. 9-6: Prof. D'Aniello was previous employed at The University of Nevada at Las Vegas and had a DM account there. We asked for import of the account to TTU. Expected completion is Sept. 20.
135	9/6/2018	Add "CMFT" to course prefix dropdown	9-7: Work request complete and closed. 9-6: Nicol Morelock notified OPA that a new course prefix needed to be added: CMFT which stands for Couple, Marriage, and Family Therapy.

136	9/11/2018	New Department "Professional Communication"	9-12: DM completed the request. It is accurate and closed. 9-11: A new department called "Professional Communication" has been formed and combines the former "Business Communication" and "Mass Communication." This work request updates the department list as well as updating individual faculty accounts for those currently residing in the two old departments.
137	9/13/2018	Add Course Prefixes "ECTE" and "LDLS"	9-13: DM quickly completed request. 9-13: Daniel East brought to OPA's attention that two new course prefixes were not able to upload from Banner to DM: ECTE (Curriculum Studies Teacher Education) and LDLS (Language, Diversity, and Literacy Studies.)
138	9/10/2018	Data Copy Request: Bobby Schweizer	9-10: At the request of Prof. Schweizer, his DM account will be imported from his previous institution, DePaul University.
139	9/11/2018	Course Eval Import, Summer 2018	9-11: TTU IR provided course eval data from summer courses. This work request will import the data into individual faculty member DM accounts/courses. Expected completion is 9-25-18.
140	9/17/2018	Delete all of Dr. Noureddine Abidi's publications	9-19: DM developers indicated that this wish is a bit complicated and called OPA staff to explain. After a long conversation, OPA staff notified Dr. Abidi that DM recommends only removing himself from student publications, and leaving publications that he entered himself. He could then do an import from EndNote and follow the duplication fix that the import will flag. This way he won't accidently import into co-authors DM accounts twice. OPA awaits his response. 9-17: Dr. Abidi asked that all 86 of the publications appearing on his Intellectual Contributions screen be deleted. The reason is that there are many appearing in his account that he does not want to be there as a result of students entering publications that Dr. Abidi co-authored. He wants to start with a clean slate and then import all of his publications from EndNote.
141	9/20/2018	Problem with Faculty Transcript Report	9-20: OPA staff found a problem running the Faculty Transcript Report. When running it for individual departments, nothing is pulled into the report. However, when running it for colleges, everything seems fine. This is peculiar because only a few days ago the report ran fine. DM developers will look into report logic to see if something changed.

✦ TxAHEA
  ▪ All presenters have replied that their time slots and presentation titles are correct. The schedule is set. The program is currently with Communications & Marketing, and we expect printing will be complete next week.