



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report September 22, 2016

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: Texas Tech will be found in compliance with all external accrediting agencies and State of Texas mandates

- ✦ OPA continues to remind Degree Program Coordinators of the October 1 deadline for updated assessment plans. Many programs will not need to make any adjustments to SLOs or Methods of Assessment. OPA is primarily interested in Active versus Inactive plans. In the next reminder, OPA will reach out to Chairs and Associate deans regarding the requirements.
- ✦ Out of 43 SSL units, 38 reports have been received. Those who have not submitted reports have been contacted by OPA to arrange a date to submit outcomes data. New reports are being transferred into templates with the 2015-2016 outcomes and assessment methods in preparation for the October 5th SSL IE Committee meeting.
- ✦ Faculty Credentialing Activity
 - As of Monday, September 19 approximately 236 syllabi, or about 4%, were missing out of approximately 5500 undergraduate fall semester courses. Faculty with missing syllabi will be individually contacted by email with a list of specific syllabi that are missing. If they do not respond, emails will be sent in the next week with department chairs copied.
 - The Registrar's Office supplied OPA with a detailed report of faculty with 0% teaching responsibility for courses. Heather Eaton and Brian Enderson were especially helpful since producing this report required building a "query" that can be used in future semesters. This report allows a much more precise count for HB 2504.
 - OPA staff continue to work with faculty assisting with login, account setup, and syllabi loading. Two training sessions have been held this week in the TLPDC encouraging anyone needing assistance with Digital Measures to stop by. At one of these sessions, two representatives from the School of Law indicated their intended use of DM to require all law faculty to load syllabi. This will allow the Dean's Office to more easily review syllabi to check for appropriate student learning outcomes, etc. OPA staff will contact DM to request two specific reports the law school will use as they prepare for ABA accreditation.

- DigitalMeasures outstanding work requests:

Request 1	Modify COHS Annual Report	OPA will meet with Lynn Huffman to determine status.
Request 2	Nutritional Sciences Merit Report	Chair Nikhal Dhurandhar is meeting with dept. faculty to discuss.
Request 3	Main Menu: Annual Activity Report Process section	OPA will talk with Randy McBee to see if this report can wait until DM builds a general report (which is in process) that will better handle this need.
Request 4	Request to Transfer Faculty Files from Previous Institution	This request is complete and will be closed.
Request 5	Block "Outreach and Engagement"	Outreach and Engagement have been blocked so that no DM user can enter new data. However, when the O&R engagement section is accessed, DM is confusing. OPA staff have asked DM to create a pop-up note explaining the reason for the block.
Request 6	Add Individual Contribution Functionality to Contracts/ Grants Screen	This request is related to Request #1 and is being managed with it.

- DigitalMeasures Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,581)	858	8,855	16,210	70,995

- ✦ QEP- Communicating in a Global Society: Bear Our Banners Far and Wide Update:
 - Assessment for the QEP is in the final stages of planning. The CAAP assessment has been set up in GradesFirst and gift cards are being created by Hospitality Services, to be delivered to OPA next Wednesday. Materials have been ordered and should be received early in October. In addition, marketing materials have been created and provided to instructors to share with RaiderReady students.
 - The GPI is ready to launch on October 3rd. The initial announcement email will be sent to students on Wednesday September 28th informing them of the upcoming assessment. A meeting is scheduled next week with OPA, Dr. Paul Pare, and Genevieve Durham DeCesaro to discuss the current QEP assessment initiatives as well as assessment items that are pending.
 - There is a new web address for the QEP: www.globalcommunications.ttu.edu

OUTCOME 2: The Office of Planning and Assessment will contribute to the Office of the Provost's institutional planning processes

- ✦ *i*Portfolio continues to move forward the second year of the pilot. OPA staff met with Landscape Architecture (LARC) Chair Eric Bernard to explain the purpose and goals of the *i*Portfolio 2nd pilot. Chair Bernard understands the direction TTU is taking with *i*Portfolio and that it will not result with all freshman students having a Chalk & Wire account in the near future. Even with this development, Chair Bernard expressed continued interest for all LARC faculty and students to persist with the pilot. A Chalk & Wire representative will spend Nov. 10 and 11 with all LARC faculty for training. Select other TTU faculty and administrators may be invited to sit in.
 - Additionally, OPA staff worked closely this week with LARC faculty and students as their implementation with all students began. Course materials were inputted to Chalk & Wire, rubrics were loaded, and approximately 50 students were trained. Each of these students successfully loaded an assignment.
- ✦ The Raiders Engaged survey has received 13 submissions since launching in August. Dr. Birgit Green has plans to present to the academic deans at Provost Council on Monday as well as setting up meetings with individual department chairs to encourage participation. A meeting is scheduled tomorrow between OPA and IT to discuss mapping the revised Raiders Engaged survey data into Digital Measures. Data will be integrated on a regular basis once the process is finalized.

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 Update
 - Adult learners and non-traditional students are being specifically targeted in the 60x30TX initiative. A presentation was given by Texas Commissioner of Higher Education, Raymund A. Paredes, outlining specific goals for these groups of students. Some public universities are covering tuition, and in some cases fees, for the most financially needy Texans. Texas Tech University was highlighted as an example of a tuition guarantee plan with our *Red Raider Guarantee* which provides tuition and mandatory fees in the form of scholarships and grants to entering freshmen and transfer students with an associate's degree who have a family income that does not exceed \$40,000.
 - The THECB submitted a Legislative Appropriations Request for fiscal years 2018 and 2019 on August 19, 2016 to the Governor's Office of Budget, Planning and Policy and the Legislative Budget Board. The full report can be seen [here](#). The report outlines a budget overview, base requests by strategy and method of finance, a capital project schedule, and other informational items.

- A 2016 Regional Plan for Texas Higher Education was released. This includes the mission and goals for each of the nine Texas regions, including West Texas of which TTU is a part. The following data and topics are included in the 2016 Regional Plan:
 - Regional Population Trends
 - Using Workforce and Occupational Data to Assess Regional Needs
 - An Examination of High-Demand Programs by Region
 - 60x30: Attainment
 - Completion, broken into sections that address:
 - ✓ Higher Education Enrollment
 - ✓ Higher Education Persistence and Completion
 - ✓ Case Study: 8th Grade Cohort
 - Marketable Skills
 - Student Debt

OUTCOME 4: Texas Tech University faculty and staff will be well-prepared to meet OPA's faculty credentialing, assessment, and strategic plan expectations

- ✦ The TTU Assessment Network (TAN) met Wednesday, September 21. The session heard from three presenters: Shannon Bichard from Media and Communications, Cathe Nutter from University Advising, and Nicole Morelock from Community, Family, and Addiction Sciences. Additionally, Dr. Darryl James was present to answer questions related to various institutional effectiveness activities. The presenters each took a different, engaging approach when speaking about assessment and how each of their area's assessment plans have grown each year, along with faculty buy-in to the plan.
- ✦ Dr. Kristina Mitchell was the recipient of the Assessment Innovation Stipend. She is working closely with Dr. Whitney Manzo from Meredith College in North Carolina on research related to the role of learning objectives in higher education. They are attempting to explain the differing perspectives and perceptions of learning objectives by students, faculty, and institutional researchers. They will use the \$500 stipend to attend the Southern Association for Institutional Research conference in order to connect with the individuals who are most involved in learning objective and outcomes assessment in order to expand their research project.
- ✦ OPA has recently updated the Degree Program Coordinator Contact List for Tracdat users with new coordinators and email addresses.

In addition to direct contributions toward the departmental goals, OPA continues to focus on continuous improvement measures.

- ✦ FootPrints, a software managed by IT that is typically used for managing customer service issues, is used by OPA to work with faculty and staff on individual issues related to DigitalMeasures and TracDat. OPA staff attended a personalized FootPrints Service training session for the new staff members in the office and for refresher training for those that have been using it. This was a great way for the entire staff to be familiar with the way

the emails come into opa.support@ttu.edu and how to respond in a timely manner. With this training, we realized that FootPrints can be utilized for tracking the level of correspondence with faculty and will provide a more accurate count of the inquiries we receive.

- ✦ OPA and IT are working collaboratively to administer a simple survey to measure user satisfaction and usability of the new TracDat 5 interface. The survey will be administered to specified individuals early next week.
- ✦ West Texas Assessment Conference (WTAC) updated information:
 - All program materials have been delivered to TTU's Communications and Marketing Department for layout.
 - Paul Pare, Luke LeFebvre, Jay Killough, and Libby Spradlin will sit on TTU's panel to discuss QEP.
 - Hotel and travel arrangements are reserved for OPA staff.
 - TTU's President's Office has agreed to be a sponsor for WTAC at the bronze (\$500) level. We appreciate President Lawrence Schovanec's support and endorsement. This brings total sponsors to three with Nuventive and the TTU System.

Transparency Framework

- ✦ Over the next few weeks, the Office of Planning and Assessment will introduce a new objective to the 2016-2017 Departmental Strategic Plan. As a part of the departmental strategic plan, the objective will be reported in the IE Weekly Report. Below is information about the Transparency Framework (<http://www.learningoutcomesassessment.org/TransparencyFramework.htm>).
- ✦ How to Navigate the Transparency Framework
 - The **Introduction** includes information about transparency and describes the Transparency Framework.
 - The **Overview** includes a complete list of the six components of transparent student learning outcomes assessment and presents institutional items to consider when discussing website transparency.
 - The **Components** provides descriptions and examples of each of the six components individually. For additional information and institutional examples of each component, users may select a specific component from the navigation menu or from the component page.
 - The **Definitions** page serves as a glossary for the terms used in the transparency framework including: transparency, audiences, not transparent and transparent.
 - The **Using the Framework** provides information to institutions interested in applying the Transparency Framework to their institutional website. Included are examples of effective website communication strategies and institutional assessment models.
 - The final section **Framework in the Field** shows how institutions are using the Transparency Framework.

