



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report October 28, 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

- ✦ The University Wide IE Committee met on October 25. There was a full agenda, leaving little room for open discussion. Below is the agenda:
 - I. Review of meeting minutes from April 27, 2016 (James)
 - II. University Strategic Planning update (James)
 - III. Results of 15-16 Program Assessment Rubric Analysis (Hughes)
 - Discussion and feedback for 16-17 PAR
 - IV. Support Service Level update (Morton)
 - V. Outreach and Engagement update (Austin & Morton)
 - VI. Reminder to hold College-level IE meeting during Fall 2016 (James)
 - VII. Prepare formal IE recommendations in subcommittees (James)
 - VIII. IE Analytics (Austin)
 - Academic Analytics/Space
 - Academic Analytics White Paper
 - Dashboard platform
 - EAB Benchmarking Tool - Updates
 - IX. QEP Assessment (Hughes)
 - X. Update on Student Course Evaluation – Get feedback (Austin)
 - XI. Distance Learning Assessment (Austin & Hughes)
 - XII. New Business
- ✦ College Level IE Committees are also meeting. Many of those committee meetings are addressing degree program assessment and the Faculty Peer Review. Attached is the revised PAR used for Faculty Peer Reviews.
- ✦ OPA staff are preparing a memorandum regarding SACSCOC Comprehensive Standard 3.5.4, Terminal Degrees of Faculty. This will include updated information regarding current baccalaureate degrees programs at TTU, faculty holding terminal degrees, and a percentage of undergraduate program courses being taught by terminally degreed faculty.

Although this memo is not required by SACSCOC, OPA believes the yearly documentation of this data will be very useful during the next reaccreditation cycle.

- ✦ Core Curriculum Assessment is an ongoing activity that requires significant communication with the Provost Office. OPA has developed the 2016-2017 master file for documentation. OPA met with Genevieve Durham DeCesaro October 27 to discuss the collection of course-level data.
- ✦ The SSL IE Committee has been assigned Continuous Improvement reports to review this fall, with a final due date of December 15. Below details which reports are being reviewed by each committee member.

	UESA																						
	Academic Testing Services	CAUSE	CCTR	Center for Campus Life/DOS	Community Engagement	Office of Student Conduct	Parent & Family Relations	Pre-Professional Health Careers	RaiderReady	SOAR	Student Counseling Center	Student Disability Services	Student Government Association	Student Legal Services		Student Media	Student Success and Retention	TLPDC	TTAP	Transition & Engagement	University Advising	University Career Center	University Studies
Ethan Logan			X				X		X					X								X	6
Heather Martinez			X					X			X		X									X	5
Kathleen Harris		X		X					X								X						5
Kent Meredith	X					X				X		X				X						X	6
Sharon Williamson		X				X				X			X				X					X	6
Sheila Hoover	X				X		X					X				X							5
Tara Miller					X			X		X					X	X				X			6
Michelle Kiser				X						X	X				X				X				5

	Administration & Finance																					
	Admissions	AFISM	Communications & Marketing	Finance	Hospitality Services	Human Resources	Information Technology	Libraries	Office of Planning and Assessment	Office of the Vice President for Research	Operations	Procurement Services	Recreational Sports	Registrar		Student Business Services	Student Health Services	Student Union & Activities	Transportation & Parking	United Supermarkets Arena	University ID	University Student Housing
Ethan Logan			X	X					X					X							X	5
Heather Martinez				X					X			X				X		X				5
Kathleen Harris		X				X	X		X								X				X	6
Kent Meredith	X					X	X	X			X			X								5
Sharon Williamson					X		X						X					X	X			5
Sheila Hoover	X				X						X		X			X						5
Tara Miller			X				X			X						X		X				5
Michelle Kiser		X			X					X		X				X				X		6

✦ Faculty Credentialing Activity

Request #	Date Opened	Title	Status
1	6/10/2016	Modify COHS Annual Report	10-20: DM was notified of changes Dr. Huffman requests: 1) move "Start-Up Funds Report" between "Creative Activity" and Publications." 2) could there be a separate column for "Amount" and "Description of how funds were used." Also, could we change the title from "Amount" to "Total Amount." 3) the "Description of how funds were

			used" field needs to be an expandable box so that faculty can enter as much information as they would like. 4) Under the "Teaching Report," "Grade Distribution," could we make those fields required so that faculty cannot skip this information?//
2	6/10/2016	Add Individual Contribution Functionality to Contracts/Grants Screen	10-10: DM said we can't have some colleges doing this and other not--all will have to do it//
3	7/17/2016	Nutritional Sciences Merit Report	10-21: BAT sent long list of potential changes to TTU's John Dawson// 10-21: Group mtg set for Nov. 9 at 12 noon//
4	9/26/2016	Outreach and Engagement mapping with Raiders Engaged	10-27: BAT sent Texas region and counties document. 10-26: DM is requesting two more items related to TTU's changing the Texas "counties" to "regions", What are the names of the new regions? How should the old counties information be converted to regions? OPA will respond very soon with a list prepared by TTU's IT. 10-20: after meeting yesterday with DM, BAT sent an updated mapping document; the mapping should be complete by 11-1//
5	9/26/2016	Law School Missing Syllabi	10-21: report almost finished; has been assigned other roles so law school personnel can pull report; now waiting for printed title to be changed//
6	10/6/2016	Automate linking syllabi for same course at once	10-19: JSH, PCM, and BAT spoke with DM to be certain about the possibility of linking all syllabi from the same course to different sections at once. After discussion, DM offered two possibilities that would require much preparation by OPA staff, more preparation than a simple, internal solution. Each semester, OPA staff will request a list from TTU's Registrar of duplicate sections of the same course taught by the same instructor. OPA staff will check DM for cases where a single syllabus is uploaded. OPA staff will then upload the syllabus to other sections. This process will take an insignificant amount of time and is a much more workable solution than any others discussed.//

- On September 30, OPA completed the master list of transcripts currently housed in the basement of the Provost's Office. This is the file in which we will refer to often with any questions about any transcripts we may or may not have. This file will be updated as files are scanned.
- DigitalMeasures Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,877)	221	1,478	16,684	70,539

- ✦ QEP- Communicating in a Global Society: Bear Our Banners Far and Wide Update:
 - The Global Perspective Inventory closed on October 22. We are currently awaiting data and results from Iowa State, which should be received in the coming weeks.
 - OPA met with Paul Pare and Genevieve Durham DeCesaro on October 26 to discuss the assessment plan for the QEP. Items discussed included current and future assessments as well as strategic approaches for improving the process.

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

- ✦ As the institution's strategic planning initiatives are underway, two focus groups were completed this week. Transcription work is being completed by BillieRae Ward, OPA's student assistant. After transcription is finished, OPA professional staff members will code the data.
- ✦ CAAP testing is currently underway at the Testing Center and a total 42 students have been assessed since Monday. To ensure an adequate sample size of freshman students, we have also partnered with Cathie Nutter in University Advising and Jason Rinaldo in Business to administer the CAAP in class. Testing will continue through next Friday November 4th. Once testing has completed, OPA will revisit the administration plan to make appropriate changes for the spring administration to senior students.
- ✦ The Office of Planning and Assessment has been mapping degree program learning outcomes as methodologies for more comprehensive analysis. This information will be useful for identifying common learning objectives and methods of assessment across the institution. Results from the analysis are forthcoming.
- ✦ A significant amount of activity has occurred this week relating to iPortfolios.
 - October 25 the portfolio committee met to review potential alternative electronic portfolio options. The committee also briefly discussed future strategies for implementation.
 - OPA has contacted Chalk & Wire to inform them that Texas Tech University has opted to not move forward with their product due to financial constraints.
- ✦ Raiders Engaged is preparing for routine faculty uploads of outreach and engagement data. The survey is self appears to be working very well. This is encouraging as we prepare for increased activity over the next few weeks as faculty prepare for annual reporting. The Office of Academic Engagement, OPA, and Application and Development met on October 28 to discuss future improvements to the instrument.

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
 - The THECB published their Internal Audit (IA) Annual Report for fiscal year 2016. An external auditor, G. Shemo Consulting Inc., reached the following conclusions: 1) As of September 15, 2016, the THECB IA activity "Generally Conforms" to the Institute of

Internal Auditors' (IIA) *Standards*, the Code of Ethics, and Definition of Internal Auditing—"Generally Conforms" is the top rating provided within IIA guidance; 2) The appropriate Peer Review Rating for the IA activity is "Pass," which is the highest of the three ratings provided within Government Auditing *Standards*. Therefore, it is G. Shemo Consulting Inc.'s opinion that, as of September 15, 2016, the IA activity conforms to all the requirements contained within the Texas Internal Auditing Act.

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

- ✦ On Monday, Jennifer Hughes presented a 50-minute presentation to the Chair Academy Series: Institutional Assessment at the Department Level.
- ✦ Dr. Jennifer Hughes, Managing Director of OPA routinely meets with department chairpersons to discuss multiple issues related to annual assessment reporting. This process has begun again for the 2016-2017 Academic Year. The weekly report will begin including notes from these minutes in upcoming Weekly Reports. However, for this week, the following list of chairs is identified:
 - Dr. Ron Chesser, Department Chair of Biology
 - Dr. Nural Akchurin, Department Chair of Physics
 - Dr. Oliver McGee, Department Chair of Mechanical Engineering

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

- ✦ Transparency Framework
 - The OPA website continues to develop to reflect the values and principles of the Transparency Framework. Currently, the OPA Homepage and the Accreditation page are nearing completion. It is intended to move the page into production and out of development by January.
- ✦ OPA staff had a conference call with ETS regarding their site visit in spring 2017. ETS will be on campus for 2-3 days to gather additional data from students and faculty whose programs are participating in the Personal Potential Index. The Graduate Center has agreed to allow us to use their space as it is a central location for graduate students. We are awaiting a date confirmation from ETS before finalizing plans.
- ✦ All WTAC attendees have been contacted and given a link to the presentation PDFs. In addition, the attendees were asked to complete a brief conference evaluation which includes questions about the extension of the conference to 1-1/2 days. Completed conference evaluations will help WTAC organizers determine the future of the conference.

