TEXAS TECH UNIVERSITY
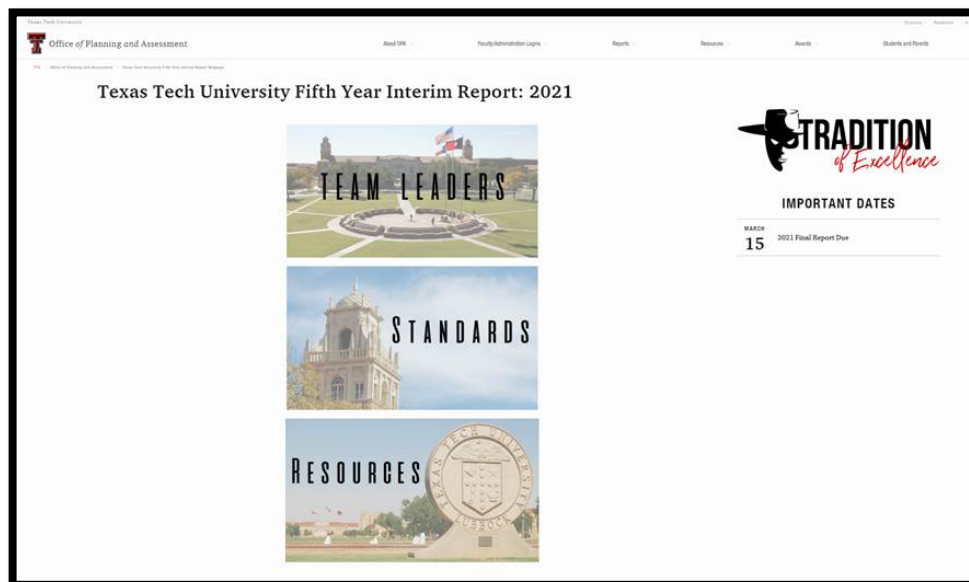Office *of the* Provost

Office *of* Planning & Assessment™

Institutional Effectiveness Weekly Report
November 16, 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.

✦ Fifth Year Interim Report
  ▪ OPA has created a Fifth Year Interim website to serve as a hub for information related to the upcoming 2021 report. The website is located under "About OPA" as a subpage under the "Accreditation" tab and has a linked rotating image on the OPA homepage. The website will continue to be developed as more information becomes available, but currently lists Team Leaders, Fifth Year Interim Standards, and a Resources page with links to SACSCOC manuals and previous responses as well as a calendar of important upcoming dates. The webpage can be viewed at: https://www.depts.ttu.edu/opa/sacscoc/fifthyear/index.php.

- Office of Planning and Assessment staff have begun meeting with primary authors for the Fifth Year Interim Report, due March 2021. The purpose of these visits is to orient authors and provide resources. Each author is provided with information about the standards to which he/ she will be writing and information about how OPA will provide ongoing support. Initial draft deadlines are still in development.
- ✦ Substantive Change Documentation
  - The source documentation for maintaining Substantive Change documentation is maintained within OPA. Information is reviewed and updated monthly. During the most recent review of the data it was determined that some reorganization of the information was needed to ensure accurate data management. OPA is currently updating missing documentation information as well as reviewing new data as it becomes available. OPA will provide an update to this process at the beginning of the calendar year.
- ✦ University Level Institutional Effectiveness Committee
  - The committee met on Thursday, November 15, 2018. The agenda for the meeting is provided below. Minutes will be available soon.

    I. Review of meeting minutes from April 3, 2018 (James)
    II. Announcements (OPA)
      - Assessment Innovation Grant (we grant 4 $500 awards) is due November 30
      - IE Award is due Feb. 22nd
      - We need volunteers to select IE Award
      - Handouts
        - Revised PAR
        - 2016-2017 PAR Summary Report
        - New language for SSL designations
      - OPA Coffee Breaks schedule for Spring 2019
    III. Committee Discussion (James)
      - What technology tools and other resources do you find useful for assessment?
      - What works?
      - What does not work?
      - How can resources be improved?
    IV. New Business

- ✦ Support Service Level Institutional Effectiveness Committee
  - The fall 2018 meeting has been scheduled for December 18, 2018. The committee will be provided with reports for review, discuss changes to SACSCOC standards and subsequent reporting requirements, and to discuss the mission and structure of the SSL IE Committee.
- ✦ Core Curriculum Updates
  - After revising the Core Curriculum Assessment Plan based on active assessment methods and trend data, the Core Curriculum Report is complete. The report will be sent to the Core Curriculum Steering Committee for review before dissemination.

- ✦ Faculty Credentialing Documentation as it Relates to Section 6
  - ▪ On November 6, 2018 the Office of Planning and Assessment met with Rob Stewart, Darryl James, and Jessica Williams to present the Transcript Report and Faculty Credentialing Report. Recommendations for each incorporated and both reports for 2017-2018 are ready for dissemination.
    - ▪ The Faculty Credentialing Report will be provided to the Provost for review next week after final formatting is complete.
    - ▪ At the request of Rob Stewart, the Transcript Report was presented to the Chairs Council on November 13. Valuable feedback was provided, but the consensus appeared to be positive. Individual department level reports will be submitted to Chairs before the end of the semester. The information in the report is for 2017-2018 and is therefore somewhat out-of-date but is intended to be largely informational in its inaugural year.
    - ▪ Approximately 70 faculty transcript files were processed and stored in the Provost basement with other original copies. There are approximately 50 more transcripts to be processed before current records are up to date.
- ✦ Quality Enhancement Plan Updates
  - ▪ The Global Perspectives Inventory (GPI) survey ended November 10, 2018. OPA staff are working with the Research Institute for Studies in Education (RISE) to finalize, clean, and present final data. Once the report is received from the GPI a final report will be available.

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

- ✦ 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 informal consultations	Number of formal trainings
Week of Oct 29, 2018	20	20	31	4	2	0
Week of Nov 5, 2018	18	18	23	7	3	2
Week of Nov 12, 2018	15	26	4	0	0	0
As of Sept 1, 2018	339	357	456	84	29	6

- ✦ Training Opportunities
  - ▪ OPA is currently planning for its Spring 2019 Newsletter. The newsletter is planned to be sent out across campus in January the week that faculty report back to work. OPA plans to showcase the following items:
    - ▪ Fall 2018 Assessment Spotlight on Dr. Marcelo Schmidt from the College of Education

- The Spring 2019 Coffee Breaks schedule
- Save the Date for the 2019 TxAHEA Conference
- 2018 Assessment Innovation Grant award winners and a reminder about the IE Excellence award deadline
- Update on the 2021 Fifth Year Interim Report.
- OPA completed its Fall 2018 Assessment Spotlight on Dr. Marcelo Schmidt from the College of Education. Dr. Schmidt is the Director of Assessment, Accreditation, and Data for the College. Dr. Schmidt took over this role and has made it a priority to improve assessment efforts within the College and has been working closely with OPA staff to ensure reporting compliance. OPA is excited to continue this partnership and to see how Dr. Schmidt develops the area of assessment within the College going forward. The Fall 2018 Spotlight can be viewed on OPA's webpage at: https://www.depts.ttu.edu/opa/spotlight/opaspotlight.php.

✦ Assessment Liaison Committee
- OPA survey members of the Assessment Liaison Committee assist with future planning. Many members of the committee responded with thoughtful and valuable feedback. A revised plan for the committee has been developed but is currently going through final adjustments before the changes to the structure and mission of committee is shared with members.

✦ Developmental Opportunities
- There are four Spring 2019 OPA Coffee Breaks scheduled:
  - February- Assessing the Multicultural Requirement with Dr. Aliza Wong
  - March- High Impact Practices with Dr. Erin Justyna
  - April- Graduate Program Review with Dr. David Doerfert and Kenny Shatley
  - May- Assessing Innovation with Kimberly Gramm

✦ General Faculty Credentialing
- OPA staff presented a Coffee Breaks session to 37 attendees. The subject was customizing a CV in DigitalMeasures.
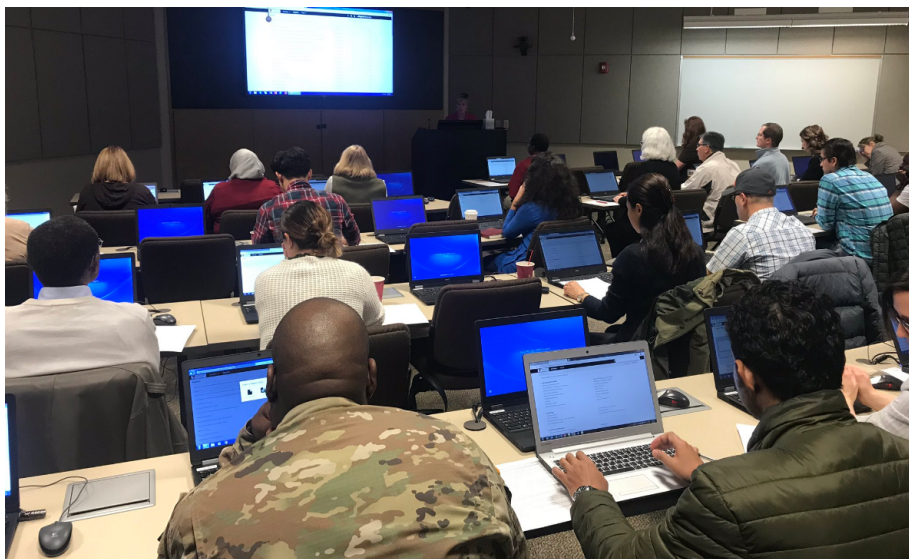
- OPA staff provided training to CASNR faculty members in preparation of running their annual reports from DM this year.
- As OPA, IT, and the Provost Office collaborate with Nuventive Vitae on a solution for Faculty Credentialing, OPA has developed a strategy that can be incorporated into new or existing software. Once the proposal is reviewed and revisions are made, a final recommendation will be made.
- OPA staff are working with Nuventive Vitae staff to complete forms and fields. This is a time-intensive project with many items needing attention.
- Open Work Requests

Request #	Date Opened	Title	Status
124	7/23/2018	Annual Report set-up College of Business	11-9: Faculty training has been scheduled for their annual reports and will happen the last week of Nov. This request can likely be closed, but will remain open until after the training in case there are new issues. 10-27: RCoBA is still working on this report.
125	7/23/2018	Revision to "AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2017)"	11-7: DM developers created an option when choosing report parameters so the "0" credit hours faculty can be excluded. RCoBA staff are working with the change and will determine if everything is finalized and the work request can be closed. 11-2: RCoBA requested a way that faculty who taught "0" credit hours can be excluded from the report.
145	10/11/2018	GPR, Publications report	10-29: DM included citations. OPA ran a sample report and shared it with Kenny Shatley from TTU's GPR office. We await his okay. 10-25: OPA staff asked that the report include citations for quick verification that the numbers in the report are accurate.
147	10/26/2018	Import RCoBA Degree Programs and Extra Compensation	11-7: The data was imported and appears accurate as checked by OPA. We await RCoBA's approval, then the request will be closed. 11-5: RCoBA provided an expanded list and it was forwarded for additional import. 10-26: RCoBA provided a CSV file for import to DM with degree programs identified for each course and extra compensation (yes/no) data. This data will be used to assist with merit calculation.

✦ TxAHEA
- The overall TxAHEA conference evaluation report has been completed and shared with the committee in the final report.
- The committee is now organizing for the 2019 conference. SmartSheets will be used to assist with the organization and management processes.

	🖉 💬 i	Task Name	Start Date	Due Date	Done	Assigned To	Status	Detailed Status
1		⊞ Logistics	11/20/18		☐	🅚🅒 Kahlie Callison	🔴	Not Started
6		⊞ Marketing Committee	11/20/18	10/01/19	☐	🅚🅒 Kahlie Callison	🔴	Not Started
11		⊞ Planning Committee	11/20/18	10/01/19	☐	🅚🅒 Kahlie Callison	🔴	Not Started
15		⊞ Conference Development	11/20/18	10/01/19	☐	🅚🅒 Kahlie Callison	🔴	Not Started
18		⊞ Sponsors	11/20/18	10/01/19	☐	🅚🅒 Kahlie Callison	🔴	Not Started
20		⊞ Proposals	11/20/18	10/01/19	☐	🅚🅒 Kahlie Callison	🔴	Not Started
22		⊞ Keynote Speaker	11/20/18		☐	🅒 craig.morton@	🔴	Not Started
24								
25								
26								

- ✦ Institutional Collaborative Assessment Updates
  - ▪ Raiders Engaged- OPA is currently reviewing and cleaning the data weekly. Updates are being provided to Dr. Birgit Green as well. The initial deadline is December will a final deadline after individualized follow ups at the end of December.
  - ▪ ETS Proficiency Profile- OPA is working with ETS to develop a strategy for administration of the survey in spring that will yield a better response rate than when OPA piloted the test in Spring 2018. The value of the test is that it can provide nationally normed benchmarked data on student learning.
- ✦ Transparency Framework
  - ▪ OPA staff met with Tableau support to initiate the utilization of the new program for data management and visualization for reports such as: Institutional Dashboards, Raiders Engaged, Qualtrics surveys, and more.