



TEXAS TECH UNIVERSITY  
Office of the Provost

## Office of Planning & Assessment

### Institutional Effectiveness Weekly Report

**Date: December 2, 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 staff are currently engaged in an analysis and review of TTU operating policies and procedures that are relevant to the university's upcoming Fifth Year Interim Report. This analysis will take significant time, but we expect it to be complete by March 1, 2017. This report will be critical to the success of the SACSCOC Fifth Year Report.
- ✦ OPA staff prepared two brief documents that analyzed the scope of risk should TTU should lose its SACSCOC membership or its membership within 29 disciplinary-based accrediting bodies. These documents were sent to Dr. James for review and editing.
- ✦ To support the University's institutional effectiveness infrastructure, OPA staff drafted a charge for each IE subcommittee. These statements were sent to Dr. James for review and editing. Craig Morton and Jennifer Hughes will lead these subcommittees, and they will send spring 2017 meeting requests after Dr. James has formally approved these statements.
- ✦ OPA conducted an analysis of THECB Program Inventory and TracDat accounts to determine discrepancies. All areas of potential concern have been addressed.
- ✦ Faculty Credentialing Activity
  - In an effort to ensure that TTU remains compliant with SACSCOC Comprehensive Standard 3.5.4, OPA staff continue to work with department chairs to update "Faculty Holding Terminal Degree" reports. Of the 51 chairs contacted, 48 have responded and 38 departments are now up-to-date. Ten chairs continue to work with their faculty members to update DigitalMeasures accounts. Three chairs have not responded and were contacted again with a request to update the report: Dr. Phillip Johnson in Agricultural & Applied Economics, Dr. Mark Wallace in Natural Resources Management, and Dr. Vickie Hampton in Personal Financial Planning.
  - OPA staff prepared a report for the Provost's office outlining what are considered terminal degrees for faculty teaching courses that may be taught at the TTU Costa Rica campus.
  - A process for contacting new TTU faculty about setting up their DigitalMeasures accounts prior to New Faculty Orientation has been discussed internally. OPA will

present Dr. James with a proposed plan shortly after the start of the Spring 2017 semester.

- Below is a table describing the current activities for DigitalMeasures work requests:

Request #	Date Opened	Title	Status
1	4/29/2016	Main Menu: Annual Activity Report Process section	12-1: OPA waits for Dr. McBee's response. 11-21: Dr. McBee said the report without the workflow is a good first step. One final need is to include a statement at the bottom of the "Chair Review and Faculty Confirmation" screen which will also appear at the bottom of the faculty member's printed "Annual Review" report: <input type="checkbox"/> By checking this box, I (the faculty member) acknowledge that I have had an opportunity to review my Annual Review report and any comments my chair has provided. To proceed: 1) Dr. McBee will let us know if this statement will work, 2) we will ask DM to make this change, 3) then Dr. McBee will run a trial report with a chair. Hopefully this will all be in place by the first of February.
2	6/10/2016	Modify COHS Annual Report	11-21: DM returned an updated report with #1 below fixed. DM indicated that #2 is still in place and BAT communicated this to Dr. Huffman with instructions where to find the Comments sections. Dr. Huffman emailed back to say the report is complete. As soon as Dr. Huffman indicates the report is working properly, this work request can be closed.
3	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// This request is related to Request #2 and is being managed with it.
4	7/17/2016	Nutritional Sciences Merit Report	11-28: John Dawson clarified the baseline questions: 1) only published "peer reviewed" publications count in the Research baseline, however these may be adjusted at the human level after the report is run; 2) a list of professional organization memberships that count on the national/international as well as local/regional level was provided; 3) each professional membership brings some credit regardless of other details--this is what the baseline is attempting to capture 11-28: DM submitted 3 final questions regarding baselines. BAT forwarded these to John Dawson. 11-22: BAT submitted mock-up report with corrections highlighted through track changes. M. Lemerond will attach the mock-up to the original work request. 11-18: BAT answered all DM's questions and provided examples to help DM understand what is

			trying to be accomplished, especially about the "Baseline" items. BAT is now preparing a mapping document with criteria to be used in each item of the report. This will require a significant amount of work, but BAT is making this top priority. 11-17: DM returned the request with several additional questions.
14	10/14/2016	Raiders Engaged/Outreach Engagement Trial Data Import	11-30: DM requested another version of the data with fields named a specific way. OPA staff returned the data. Expected completion for the import is now 12-5.
15	11/18/2016	Nut Sci Merit Report Screen Rvision to insert "Comments" boxes	11-18: This work request was opened at the request of DM. They suggest that "Comments" fields must be inserted into the report "AI" and not in the body of the report.

- DigitalMeasures Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (124,877)	479	2,210	17,467	70,520

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

- ✦ The Raiders Engaged survey closed on December 1<sup>st</sup>, although it will remain open to allow for follow-up with individual units who typically report but may not have at this time. We have currently received 326 submissions through the survey, and expect to continue receiving submissions throughout December as outreach becomes more targeted. A test upload is pending with Digital Measures and is scheduled to be completed December 5<sup>th</sup>. Once we are able to verify the upload was a success, we will submit the rest of the data that has been received for upload to DigitalMeasures.
- ✦ CAAP Writing Skills results have been shipped and are expected to arrive next week. OPA has been working on developing metrics of success for the fall 2016 pilot administration plan to gauge changes for the spring 2017 administration. A draft administration plan will be created before TTU closes for the Christmas holiday.

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

- ✦ OPA staff have started to code transcripts from the strategic planning focus groups. OPA staff are using a qualitative data coding software called NVIVO for data analysis.
- ✦ On Wednesday, November 30, the Office of Planning and Assessment hosted the second Fall 2016 meeting of the TTU Assessment Network. There were 30 people in attendance. Meredith Imes (SSL), Kristina Mitchell (POLs Faculty), Stacy Jocoy (Music Faculty), and Alan Reifman (HDFS Faculty) gave brief presentations. OPA staff will make plans for two Spring 2017 TAN meetings after the SACSCOC Annual Meeting. We have already discussed potential speakers for the Spring TAN meetings.



- ✦ Erika Bowles (University Housing) approached OPA about TTU staff gaining access to DigitalMeasures. Erika wondered about professional staff utilizing DM as a tool to develop their resumes/CVs. OPA met with Erika to discuss this possibility.
- ✦ A Distance Education (DE) Program Key was created. It identifies all Distance Education Degree Programs that are associated with Non DE Programs and those that are Independent Programs that are only offered through Distance Education.
- ✦ All Degree Programs that are offered through the Great Plains Interactive Distance Education Alliance at Texas Tech University have been labeled as such in TracDat in order to keep these programs separate when looking at assessment data. Programs that are included in GPIDEA are:
  - Early Child Care (BS)
  - Human Development and Family Studies – Gerontology (MS)
  - Human Development and Family Studies- Youth Development (MS)
  - Family and Consumer Sciences Education (MS)

