

# Institutional Effectiveness Monthly Report



TEXAS TECH UNIVERSITY  
Office of Planning & Assessment

## January 2023



PROMOTE SUCCESSFUL ASSESSMENT INITIATIVES ACROSS CAMPUS

### **HB2504 Spring 2023 Preparations**

This Spring HB2504 preparations went as planned. OPA typically begins with an email to Chairs and Deans regarding new semester changes and information. OPA then contacts users missing syllabi over the next two weeks to make sure we have all syllabi.

This term, OPA had the additional challenge of major changes to the system which we are still working out. The inclusion of graduate students as well as automation changes to the system made for a few unique situations, including repopulating Fall data for some users, importing evaluation data, and importing ORS data within a short timeframe.

Regarding syllabus compliance, TTU is contacting Chairs this week of January 30th for final syllabus collection. As of right now, TTU is just over 95%, which is lower by about 4% than our usual target of 99% at this point. To address this, OPA will be sending out additional invitations for our assistance meetings coming up in the latter half of February.

### **Update on Upcoming/Current Institutional Assessments**

#### Core and Multicultural Curriculum Data Collection

OPA will administer the Spring 2023 Core Curriculum data collection from April 17<sup>th</sup> through May 12<sup>th</sup>. We have further streamlined the data submission process by including all relevant information for the instructor based on the courses they are teaching, and the corresponding rubrics attached to each course. This eliminates the need for extensive branching logic, allows instructors teaching multiple CMC courses to submit all data in one survey, and provides a quick way to follow up with faculty that are having issues or have missed deadlines. Unfortunately,

we continue to have issues where some instructors are not receiving the Qualtrics email, or the email ends up in their junk folder. We continued to have email issues in Fall 2022, but IT was unable to determine a cause or pattern. Our plan for Spring 2023 is to email all CMC faculty a week before the administration, reminding them to check junk mailboxes or contact Bryson Carroll if they do not receive a link. Using the Qualtrics email platform allows us to better track who has submitted data, sparing them from weekly reminders and avoiding confusion on data completion. The Spring 2023 administration will continue until May 12<sup>th</sup> with follow-ups until May 23<sup>rd</sup>. Our data collection has continued to improve each semester, with better response rates, fewer issues faced by instructors, and overall better data quality.

### NSSE

Our preparation for the 2023 NSSE continues as we work with other offices on campus to get needed information for the survey. This has required more work as Indiana University has included IRB approval processes for NSSE incentives and messaging. We are working with eLearning to get reminders on Blackboard, which provided a significant bump in response rates in 2021. In 2021, the Office of the President sent an email to participating students, encouraging them to complete the NSSE because of how it would help TTU, and we hope to have such an email sent again in the spring. The NSSE administration will begin on March 1<sup>st</sup> and continue with weekly reminders until March 28<sup>th</sup>. The survey officially closes on May 14<sup>th</sup>, although most responses are received during the month-long messaging period. OPA also selected two additional modules to be used with the NSSE: Inclusiveness & Engagement with Cultural Diversity, and Mental Health & Well-being. After our successful 2021 administration, we hope to increase the response rate and provide more accessible data to staff and faculty.



## EDUCATE: TEACH OTHERS ABOUT THE VALUE OF ASSESSMENT

### **Program Assessment Review Process**

It is time to begin the Program Assessment Rubric review process of the Degree Program Assessment Reports. This cycle, OPA will review the 104 undergraduate programs represented at Tech. We began alternating our review process between undergraduate and graduate programs to ensure a more thorough review by the OPA raters. This separation of review years allows us to provide more meaningful and specific feedback to each degree program. Our office has four raters this year: Jennifer Hughes, Kara Page, Kenny Shatley, and Bryson Carroll. Each degree program will be reviewed by at least two different reviewers using the Program Assessment Rubric (PAR). The PAR is designed to measure evidence of student learning in degree programs over time as well as provide qualitative and quantitative feedback to academic departments regarding their assessment documentation. The rubric has five components, each reflecting key assessment expectations: Student Learning Outcomes,

Assessment Methods, Assessment Results, Analyses of Results, and Annual Reflections. The Academic Assessment Cycle 2021-2022 is the first full year to include the new formatting wherein the results are broken down into two components. The individual PAR review process will conclude on March 10th, guiding the way for the cumulative PAR reporting and Annual Chair Meetings.

In addition to the OPA review process, College-Level Institutional Effectiveness committees will review their respective programs. This process allowed faculty peers to offer qualitative feedback from an academic discipline perspective. Kara has contacted the individual colleges to begin this process. Initially, each college identifies faculty for the Institutional Effectiveness Committees and a sampling of degree program assessment plans for peer review.



### AWARENESS: ADVANCE ASSESSMENT-RELATED INITIATIVES ON CAMPUS

#### **OPA Retreat Summary/Spring 2023 Professional Development Plan**

OPA held its first retreat on Monday, January 9<sup>th</sup> at the University Student Recreation Center. The overall goal of our retreat was to conduct a calendar planning session for the Spring 2023 semester and to engage in teambuilding activities. The UREC provided a yoga class for our staff members, which we greatly enjoyed! We also agreed to plan monthly “fun” activities for the Spring 2023 semester. After our retreat, we now have several activities “on the books!”

We also identified a theme for 2023, which is “SHARE.” We intend to share our individual areas of expertise with the campus community. One specific strategy related to SHARE is that we’ve re-purposed our existing professional development series into a new name. Our new professional development series is called OPALS: Gems of Knowledge.

