



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

January 11, 2019

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.

- ✦ Degree Program Assessment
 - ✦ OPA contacted Associate Deans for the degree programs which have not submitted their 2017-2018 degree program assessment reports. OPA has received two additional reports since contacting these individuals and will accept late submissions until February 1.
 - ✦ OPA is in the process of completing internal evaluations for all degree programs using the Program Assessment Rubric (PAR). OPA staff will have these reviews completed by February 1 and will then begin creating PAR reports by degree program to provide during the spring 2019 department chair meetings.
- ✦ University-Level IE Committee
 - ✦ The Simplified Faculty Peer Review for spring 2019 has been updated and is ready for distribution to University IE Committee members. The survey is identical to last year. However, it will be important to review the instrument with College Level IE teams to ensure compliance with Faculty Peer Review requirements.
- ✦ Texas Higher Education Coordinating Board and State of Texas Reporting
 - Every odd-numbered year, institutions are required to report compliance with HB 2504 to the Governor's Office by December 31. All reports were received by December 20, 2018.
 - OPA staff met on Friday, January 11 to collect scholarly sources for a Marketable Skills webpage that will be hosted on our website.

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

- ✦ Assessment Innovation Grant- Preparations are currently underway to celebrate winners of the Assessment Innovation Grant. Winners will be formally acknowledged at OPA's first Spring 2019 Coffee Break session. Plaques have been purchased and will be provided to each winner.
- ✦ Department chairs, associate deans, and deans all received a second email reminder to nominate departments for the Provost's Institutional Effectiveness Award. A third and final reminder will be sent next week. The submission deadline is February 1, 2019. OPA will be recruiting reviewers next week.
- ✦ Final Coffee Break descriptions for the spring semester were drafted and sent to presenters for review. Coffee Breaks will be offered monthly throughout the spring semester with leaders from across the institution sharing the role of assessment within their area of responsibility.

The Importance of Assessment in the Multicultural Core (Aliza Wong)- Please join us for a conversation about the Multicultural Requirement at Texas Tech University on February 6 at 3:30 when our special guest Dr. Aliza Wong will discuss how the requirement is currently being assessed. Participants will be invited to share their experiences with assessing not only the graduation requirement, but multicultural and diversity assessment activities within their program and department. As always, Coffee Breaks are an informal discussion where participants are encouraged to interact with each other and share their experiences and expertise.

How High Impact Practices Can Improve Your Degree Program Assessment Plan (Erin Justyna)- High Impact Practices (HIPs) are an emerging topic in higher education but the implementation of HIPs differ among institutions. Texas Tech University recognizes the importance of HIPs and has incorporated them into the University Strategic Plan and developed The Center for Transformative Undergraduate Experiences to assist with the new institutional initiative. Join us on March 5 at 2:00 when our guest will be Erin Justyna, the Director of The Center for Transformative Undergraduate Experiences as she discusses how programs can incorporate HIPs into their degree program assessment plans. As always, Coffee Breaks are an informal discussion where participants are encouraged to interact with each other and share their experiences and expertise.

Resourcing Assessment Data for Your Graduate Program Review (David Doerfert and Kenny Shatley)- In order for Texas Tech to be in compliance with Texas Administrative Code, every graduate program must go through an exhaustive program review. This process is facilitated and managed by the Graduate School and requires documentation and analysis on multiple fronts to meet the State's requirements. Our guests on April 11 at 2:00 will be Dr. David Doerfert and Mr. Kenny Shatley from the

Graduate School and will include a general overview of the process, but will focus specifically on how to identify meaningful data resources that already exist. As always, Coffee Breaks are an informal discussion where participants are encouraged to interact with each other and share their experiences and expertise.

Leading the Way with Innovation (Kimberly Gramm)- One of the fastest growing areas of development in higher education are innovation centers. As institutions recognize the importance of entrepreneurship, innovative research, and community development, these centers are leading the way for institutions to discuss innovation in higher education. But how do we assess innovation? Join us May 2 at 10:00 as Kimberly Gramm, the Director of the Texas Tech University Innovation Hub, shares her experience with this topic. As always, Coffee Breaks are an informal discussion where participants are encouraged to interact with each other and share their experiences and expertise.

✦ Training and Consultation Tracking

- These totals include consultations and communications where the OPA provides support for faculty and staff on non-project specific activity.

	Number of individuals	Number of issues addressed	Number of emails sent on issue	Number of phone calls	Number of informal consultations	Number of formal trainings
Week of Dec. 21, 2018	21	22	20	6	0	1
Week of Jan. 4, 2019	2	2	2	0	0	0
Week of Jan. 11, 2019	25	26	35	12	3	0

✦ OPA Newsletter

- ✦ OPA is in the process of finalizing the spring 2019 newsletter with a plan of sending it out next week when faculty return to campus. OPA plans to distribute the newsletter through Lyris in order to reach a broader audience of faculty and staff. The newsletter will highlight the Fall 2018 Assessment Spotlight on Marcelo Schmidt, announce the Spring 2019 Coffee Breaks schedule, remind faculty members about the deadline to apply for the Provost’s Institutional Effectiveness Award, highlight the 2018 Assessment Innovation Grant award winners, announce the 2019 TxAHEA Conference date and location, and will also include reminders of assessment resources available to faculty and staff.

✦ Faculty Credentialing

- OPA staff continue to send out Faculty Transcript Reports. Some issues have arisen with transcripts that chairs believe OPA should have. We have successfully found most of these transcripts and believe chairs are pleased with the report and the assurance it gives of their faculty’s compliance.

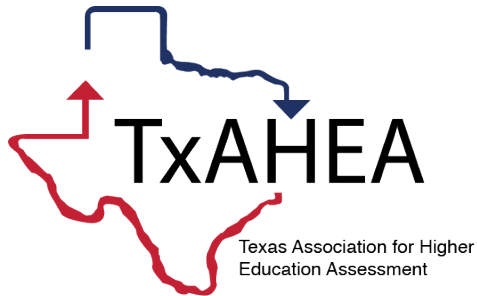
- OPA staff, along with Dr. Darryl James and Dr. David Doerfert, met to discuss a flowchart outlining the way faculty are credentialed to teach graduate level courses. Adjustments are needed in the draft flowchart that will include Dr. Doerfert's input about "adjuncts and teaching waiver steps." OPA will continue work on the flowchart and submit it for approval. Following this, other flowcharts will be created showing the process for IOR compliance, etc. These will be used to create a "Faculty Credentialing Handbook."
- The data import with ORS grant information was sent to DM for import on December 21. The import was complete on January 9.
- OPA staff have completed preparation of four "dummy" Vitae accounts. TTU's application development team will now prepare the data for import. This should be complete by Jan. 17.
- A DigitalMeasures training session was held at the library on Dec. 19 and was well received. Associate Dean Sheila Hoover attended and indicated she would like to talk to Dean Bella Gerlich about running annual reports from DigitalMeasures next year.
- DM Work Requests

Request #	Date Opened	Title	Status
124	7/23/2018	Annual Report set-up College of Business	1-9-19: DM quickly fixed the issue. The work request remains open for any other issues that arise. 1-9-19: RCoBA asked that publications with a status of "Accepted/In Press" be included in the report.
125	7/23/2018	Revision to "AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2017)"	12-7: We are waiting to hear from RCoBA staff that the report is working correctly.
152	11/29/2018	Updates to Faculty Annual Report for College of Human Sciences	1-10: Lynn Huffman and Dottie Durband confirmed that the report is set. Request closed. 1-9: DM completed all changes. 1-9: Lynn Huffman requested three more changes. 1-8: DM returned. OPA staff sought confirmation from Lynn Huffman and Dottie Durband that the report is finished. 1-7: DM returned report again. OPA found one more issue. 1-4: DM returned report. OPA saw several items they missed.
157	12/14/2018	Import Publications for AG Ed & Comm	1-7: Dr. Burriss said everything looks good. Request closed.
158	12/18/2018	Import Presentation for AG Ed & Comm	1-7: Everything is good. Request closed. 1-4-19: DM completed import. Waiting for Dr. Burriss to confirm it is complete.

159	12/20/2018	ORS Upload, Dec. 20, 2018	1-9: OPA staff confirmed import is correct. Request closed. 1-8: DM completed import. 1-7-19: DM returned the Excel file and requested several fixes to the data. OPA staff handled this.
160	12/21/2018	AACSB Report	1-9-19: DM completed request. OPA staff wait for RCoBA to confirm it is correct, then the request will be closed.
161	12/21/2018	Data Copy Request: Samuel Prien	1-8-19: DM finished data copy. OPA staff wait for Dr. Prien's confirmation that it is correct before closing request. 12-21: Dr. Samuel Prien teaches at both TTU and TTUHSC. He asked that his DM account be copied from TTUHSC to TTU. Expected completion is 1-9-19.
162	1/8/2019	Report logic needs adjusting	1-8: OPA staff found a problem with the new "Faculty Transcript Report (Tenured and Tenure-Track Ranks Only)." When running the report for the School of Law, it isn't pulling most of the faculty. Expected completion 1-23-19.
163	1/8/2019	Report Revision Request	1-8-19: Two additional degrees need to be added to both versions of the Faculty Transcript Report: MLIS and MLS. Expected completion is 1-23-19.
164	1/9/2019	Annual Faculty Report for College of Architecture	1-9-19: The College of Architecture is running annual reports for the first time this year and were using a generic version of the report. They noticed that this generic version is not pulling artistic and creative activity and some of their faculty have these, so it needs to be added. This request will create a unique annual report template for the College of Architecture. OPA asked for a rush on this request and we hope it can be finished by Jan. 15.
165	1/9/2019	Raiders Engaged Import	1-9-19: The Office of Engagement just officially closed Raiders Engaged on 1-7, then sent the data to OPA. This work request will get the data imported to faculty members' accounts. OPA staff asked for a rush on this--to have it completed by 1-15.

✦ TxAHEA

- ✦ OPA staff led a meeting with the TxAHEA Proposals subcommittee. A meeting is set for the Posters subcommittee.
- ✦ Significant preparation has gone into next week's TxAHEA meeting. The following agenda was distributed to Planning Committee members on Friday, January 11.



TxAHEA Meeting AGENDA

January 15, 2019

1:30PM – 2:30PM

Meeting Log-In Information

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/TxAHEA>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 687-752-789

First GoToMeeting? Let's do a quick system check:

<https://link.gotomeeting.com/system-check>

- I. Quick reminders and suggestions - mute your audio when appropriate and consider installing Smartsheets app on your phone (Jennifer)
- II. Review of December 2018 meeting minutes (Jennifer)
- III. Pronunciation of TxAHEA (All)
- IV. Committee updates – Smartsheets (Committee Member Designee)
- V. Executive Board nomination from each subcommittee (Jennifer)
- VI. Revised video (Libby)
- VII. Website screenshots (Libby)
- VIII. Host institution updates and discussion (All)
- IX. Registration fee for Planning Committee members (All)

- ✦ OPA staff led a meeting with the 503c(3) subcommittee on Friday, January 11. An Executive Board will be named, and the subcommittee is drafting mission statements for the committee's full review.
- OPA is working on developing a new website for the 2019 TxAHEA Conference. OPA purchased a website domain that will house the conference page, and which will reflect the partnership between all institutions. The website is planned to be completed by the end of January 2019 before the call for proposals is announced.
- ✦ Institutional Collaborative Assessment Updates
 - ✦ Raiders Engaged officially closed on January 8th 2019. OPA staff have been cleaning the data, running reports, and preparing the data to import into DigitalMeasures. Approximately 1300 entries have been recorded for this year's administration.
 - ✦ OPA staff met with TTUHSC-EI Paso staff to share information about Raiders Engaged. TTUHSC-EI Paso will be developing a Qualtrics survey to collect engagement data. OPA will continue to serve in an advisory capacity.
 - ✦ OPA will take a significant role with leading the Metrics Task Force for outreach and engagement. A final agenda as well as taskforce priorities were developed by OPA and submitted to the Office of Outreach and Engagement for review. The tentative date for the first meeting is January 28.

I. Mission of the Taskforce

- a. Identify reliable and easily obtained outreach and engagement metrics that are necessary for institutional purposes.
- b. Use institutional data to highlight faculty and staff outreach and engagement activity.
- c. Use assessment processes to reinforce outreach and engagement activity

II. Introduction of Committee Members

III. Discussion of Relevance

- a. Why is Outreach and Engagement Important in Higher Education and at Texas Tech
- b. History of Outreach and Engagement Measurement
- c. Goal Moving Forward

IV. Review Reporting Requirements

- a. Texas Tech University's Strategic Plan
- b. Economic Engagement Activities
- c. Carnegie Classification
- d. APLU IEP Re-designation

- e. SACSCOC Requirements

V. Identifying Metrics Means Identifying Priorities

VI. Structure of the Committee

- a. Monthly Meeting
- b. Followed by Survey for feedback
- c. Review Feedback before Moving to Next Topic

VII. This Month's Survey

- a. Reading Materials
- b. SWOT Analysis

VIII. Upcoming Taskforce Activities

- a. Review Existing and Deficient Data Sources
- b. Establishing Meaning Metrics and Benchmarks
- c. Improving Efficiency and Institutional Buy In

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.

- ✦ The final Core Curriculum Annual Report has been published online and will be distributed to the Core Curriculum Steering Committee and the Provost Office when faculty return to campus. This year's report demonstrated significant advances in the assessment of general education with an updated, data-informed assessment plan and use of technology to improve processes. Due to the success of online reporting, OPA will implement a further development with direct mailing to each IOR in the Core. This will provide richer data for analysis moving forward.

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

OPA staff met to update the office's calendar for spring 2019. Through this process, deadlines and objectives have been refined and formalized. This will be an important document for ensuring that the department is aligned with our internal office goals and objectives.