

# Institutional Effectiveness Weekly Report



TEXAS TECH UNIVERSITY  
**Office of Planning & Assessment**

The Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University's institutional effectiveness efforts and departmental objectives.

## January 17, 2020



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.

OPA continues to ensure the office website is up-to-date with the most relevant information. The Spring 2020 House Bill 2504 deadline has been added to the OPA website calendar and Emily Wade has been added to the OPA staff list. OPA will update the website calendar with the Spring 2020 Learning Series and Coffee Breaks dates once Emily completes OmniUpdate training next week.

### OPA CALENDAR

JANUARY	House Bill 2504 Deadline
<b>24</b>	

#### Digital Measures Updates

##### *ORS Import to DigitalMeasures*

- The ORS data import to Digital Measures is a yearly process that typically occurs in December or early January. ORS import and data cleanup began the week of

January 6<sup>th</sup> and the import into faculty DM accounts was completed on January 13<sup>th</sup>. As usual, DM's responses to imports was quick, and data has been imported to the "Contracts, Grants and Sponsored Research" screen in DM.

- Kenny has been working with Jake Keas for this data, as well as, the Application Development team in creating an automatic process for these imports. Kenny has been included in meetings for the month of January regarding PURE, Cayuse, and DM integrations, which all relate similar data.
  - ORS configuration and DM configuration was addressed in our last meeting and a new meeting has been scheduled to specifically focus the data management and cleanup involved in a web services integration from Digital Measures. A direct and automatic import will not be difficult to set up, and we have multiple processes like this in place.
  - The primary issue, moving forward, is that we lack a unique identifier from ORS per Grant. The ORS data received had to be manually cleaned up to remove instances where one grant was listed multiple times with changes in funding amount or allocation, rather than a brand new grant or major amendment to a grant. DM can generate unique identifiers, but the process may be too redundant: ORS sends data to DM, DM imports data, DM exports ID to ORS, ORS imports IDs. Kenny will discuss this at the January 24<sup>th</sup> meeting regarding this data integration.

#### *Preparations for Spring 2020 HB2504 Compliance*

- We have seen less immediate issues with the start of this term over the Fall, though Spring is always somewhat less complicated than the Fall term. The two main issues with HB2504 and Digital Measures revolve around:
  - DM accounts not being created automatically at the start of term.
    - This issue was resolved by receiving a list of all TTU official employee departments. We now upload this list prior to the start of term, and DM no longer runs into issues with missing department codes. So far, Shatley has had to make 0 new accounts for teaching faculty, which is a massive improvement from last year.
  - Courses not being updated in faculty records to reflect actual teaching schedules, and thus, not allowing faculty to upload syllabi.
    - Shatley has been able to stay at the forefront of this issue. We caught this issue yesterday, that the automatic process in place is not truly automatic. A manual import was run yesterday that corrected *all* scheduled teaching issues with one exception: courses are not *removed* from the faculty's record yet. Shatley is confirming when this occurs, but believes it is set to occur after the 7<sup>th</sup> class day, to account for section or schedule changes.
    - Despite the above issues, Shatley has received 0 reports of true inability to upload syllabi. Any issues thus far have been user error.

### Fifth Year Report Preparation

Significant progress on the Fifth Year Report was accomplished this week:

- A draft of 6.1 was presented to team members on Friday, January 17.
- Drafts for 9.1 and 9.2 are currently in the formatting process.
- OPA staff have communicated with team leaders about the upcoming January 31<sup>st</sup> deadline.

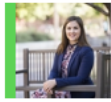
### Support of Transcript and Credentialing Procedures

- The Transcript and Credentialing process has been working very well, and recently we moved the prior developed spreadsheet for Te'Ree and Kyra to collaborate simultaneously to the Cloud. They are now able to work in more coordination and without worry of overwriting other user data. We have also contacted *every* new faculty member or faculty member needing credentials since July of 2019 with DM instructions, contact information, and links, including the request to update their Education in Digital Measures, which is a necessary component of HB 2504.

### Preparation for Spring Faculty Peer Review

- Libby Spradlin and Jennifer Hughes prepared a 30-minute video and several training materials in preparation for this Spring's Faculty Peer Review. All reviewers received personalized OneDrive folders with their respective documents. All peer reviews will be conducted using Qualtrics, and are due on or before February 29, after which our office will process stipends. A screenshot of the email message that was distributed to participants is provided on page 4.

Reply Reply All Forward IM



Wed 1/15/2020 8:29 AM

Spradlin, Libby

Faculty Peer Review Training Materials and Assignments

To Zimmerman, Aaron; Wiseman, Alexander; Bilkey, Andrea; Herber-Valdez, Christiane; Meyers, Courtney; Rinaldo, Jason; Mcnaughtan, Jon; Moore, Kelsey; Schmidt, Marcelo; Condis, Megan; Morelock, Catherine; Alkaj-Fierro, Oliana; Jones, Stephanie J; Humphrey, Wendy  
Cc Hughes, Jennifer S

Bing Maps

+ Get more apps

Hi everyone,

First, thank you for your willingness to participate in the Faculty Peer Review process! In this email, I have included some helpful information that will help you get started with your evaluations.

Below, you will have access to the Faculty Peer Review OneDrive folder. This folder will house all the materials you will need for evaluating your assigned degree program assessment reports.

**Faculty Peer Review Documents** (<file:///TTU295655/Users/lhildebr/OneDrive%20-%20Texas%20Tech%20University/Faculty%20Peer%20Review%20Documents>)

In this folder, you will find individually-named folders that contain your assigned Nuventive Improve 4-Column Reports to review. The main folder also contains the following items:

- a PDF of the Program Assessment Rubric (PAR)
- a survey link to the electronic PAR which you will ultimately fill out and submit to our office for every degree program report you evaluate
- a Faculty Peer Review training video (approximately 30 minutes) that will walk you through the review and evaluation process
- a spreadsheet outlining your assignments

As you are reviewing reports, keep in mind that we are looking for the following components:

- 3-5 Student Learning Outcomes (SLOs)
- At least 2 Methods of Assessment per SLO, with at least one method being a direct assessment measure
- Results statements for the **2018-2019** assessment cycle
- Actions for Improvement for the **2018-2019** assessment cycle
- Follow-Up Statements to all identified **2017-2018** Actions for Improvement (previous assessment cycle)

We are hopeful that the training video will answer all questions you may have, but please feel free to contact me at any time if you need guidance or have questions.

The deadline for submission of your evaluations is **February 29, 2020**. Once all evaluations have been submitted by the deadline, we will process your stipend.

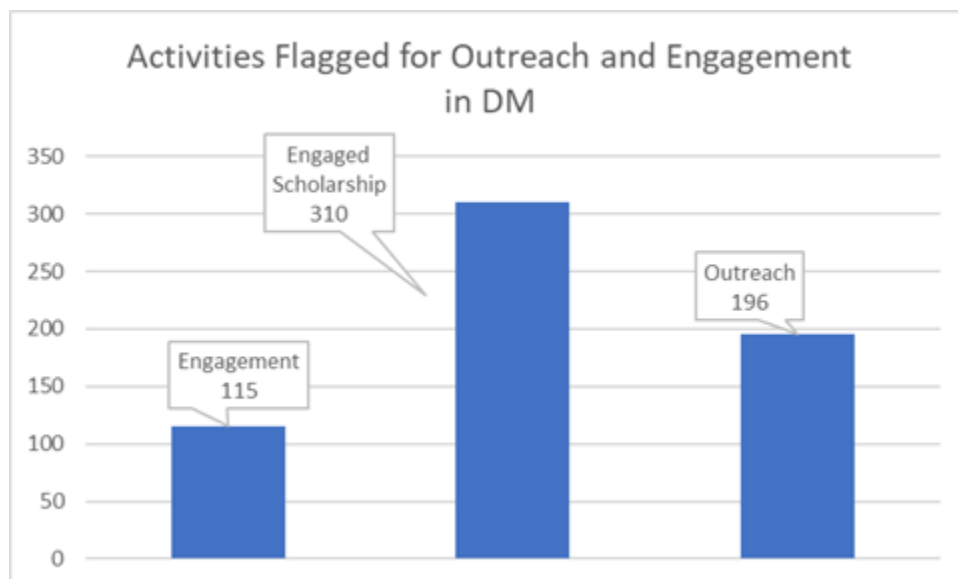
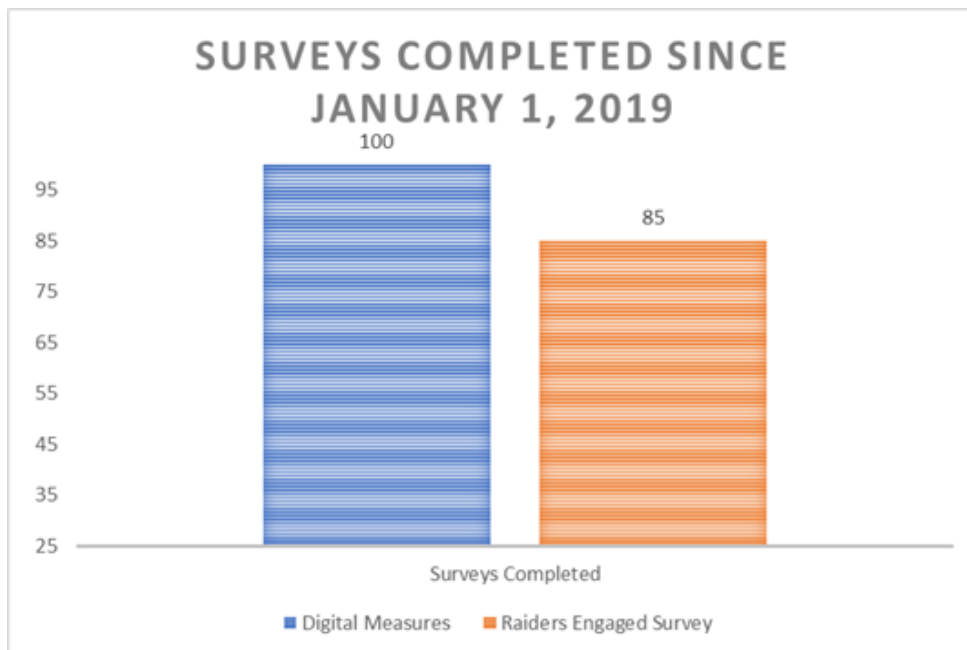
Thank you again! Our office is truly appreciative of your time and feedback.  
Jennifer and Libby

All folders are up to date. Connected to Microsoft Exchange

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.

### Raiders Engaged Activity

Raiders Engaged has been open and will be open year-round, with the exception of two weeks during the summer months. There are new projects trickling in every day. The majority of responses thus far have come from Digital Measures entries, which comes as a surprise to some. However, the Raiders Engaged survey link it still utilized and open as well.



## Update on Administrator Hiring Process

The Administrator position was posted for four weeks on the Texas Tech job site; as of the end of business today, the position is now closed. Hughes and Spradlin reviewed applications (9) and we feel that we have a desirable applicant pool. Phone screen interviews will be conducted next week.