Institutional Effectiveness Weekly Report

TEXAS TECH UNIVERSITY

January 22, 2021

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.

AFR Momentum

There have been issues with the Annual Faculty Report revisions sent to DM over the past few months. At this point, we are correcting two major issues which had functionality problems in the wake of changes to other reports. The first issue is the Self-Appraisal and Goals screen. Full functionality has now been given to all departments and colleges, and data is pulling in reports as expected.

The second issue is in relation to 2020 Evaluations. Spring 2020 Evaluations have been given the option of being excluded or included in faculty reports as per TTU executive administration. Through creating this functionality, which had not been done previously by DM, we are able to allow faculty full control over their evaluations and AFRs, but this subsequently impaired Fall and Summer 2020 evaluations. We assume that 3-year and P&T reports, if using the AFR template, would also be broken. A fix was sent to Kenny Shatley earlier today (1/22/21) for review that solved the Fall and Summer evaluation issues, and Shatley believes we just need one tweak to the programming code for Spring to appear as decided in the faculty member's record.

When this evaluation issue has been corrected and applied, we will have created the following:
- Two unique departmental reports: Kinesiology and Sport Management, and English
- One unique, new college report: School for Veterinary Medicine
- Three unique college reports: Media and Communications, CASNR, and Education
- Two unique, new screens: COVID Impacts (CoED, SVM, CASNR) and Core Values (SVM)
- One unique DM functionality: Conditional data query, or the ability to exclude or include information based on user-selected values. This is especially exciting, as

it allows OPA to "flip a switch" for certain data or reports to pull based on conditions we can set.

While the impacts of the above changes did affect all other faculty reports negatively, now that we have resolved where the coding issues are and learned some best practices for report revision and creation, OPA intends to take a more thorough look at all current AFR templates after submission of the Fifth Year Report.

Update as of 4:00PM 1-22-21: Digital Measures has responded with a fix that we have been given the go-ahead to apply to all reports. This should make all Annual Faculty Reports correct for all actionable requests!

Follow-Up Emails to Departments

By Friday, January 22, all Program Coordinators have been contacted if their 19-20 assessment report had any missing information. Specifically, many programs (fewer than half) had not listed their Follow-Up statements, which address the previous year's Actions for Improvement. Several Program Coordinators have responded and are making changes as needed, but the majority of Program Coordinators have yet to respond. General guidance on how best to communicate the Actions for Improvement has been received well.

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

January Blog Post

January's blog post is now live on the OPA website at: https://www.depts.ttu.edu/opa/connectwithus/blog/january2021blog.php Our blog post shares important information about the upcoming NSSE and FSSE administrations.
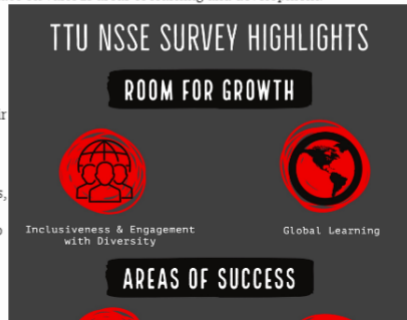
January 2021 OPA Blog

National Survey of Student Engagement (NSSE) and Faculty Survey of Student Engagement (FSSE) Survey Administrations

The Office of Planning and Assessment is excited for the administration of the NSSE and FSSE surveys. The NSSE is a research-proven tool for helping to collect as many student perspectives as possible regarding student engagement and measuring true college experience here at Texas Tech University (TTU). NSSE annually collects information at hundreds of four-year colleges and universities about first year and senior students' participation in programs and activities that institutions provide for their learning and personal development. The results provide an estimate of how undergraduates spend their time and what they gain from attending college. This survey will open March 1, 2021 and close April 30, 2021.

In addition to NSSE, OPA and the Center for Transformative Undergraduate Experiences (TrUE) are piloting the FSSE as a companion survey. The FSSE is administered nationally to faculty, instructors, and graduate students who teach at baccalaureate degree-granting colleges and universities. The FSSE will open March 23, 2021 and close April 7, 2021. The FSSE adds invaluable faculty voices and perspectives to discussions around undergraduate student learning and development. This instructional staff version (for faculty, instructors, and graduate students who teach) focuses on:

- Instructional staff perceptions of how often students engage in different activities.

- The importance instructional staff place on various areas of learning and development.

- The nature and frequency of instructional staff-student interactions.

- How instructional staff organize their time, both in and out of the classroom.

In previous years' NSSE administrations, TTU has found areas of success and room for growth. As a result, leadership and students alike are requesting changes across the board to help increase overall experiences here at Texas Tech University. We are happy to be rolling out these surveys and are

TTU NSSE SURVEY HIGHLIGHTS

ROOM FOR GROWTH

Inclusiveness & Engagement with Diversity

Global Learning

AREAS OF SUCCESS

Spring 2021 Welcome Email

On Tuesday, January 21, OPA distributed a Spring 2021 welcome email to department chairs and associate deans. The email shared OPA's upcoming HB 2504 deadline, introduced revised DM instructional videos, and promoted the September 2021 TxAHEA conference. A screenshot of this message is provided on page three.

> ⊞ TTU Department Chairs; ⊞ Associate Deans
: ⊞ Planning and Assessment Staff

Dear Chairs and Associate Deans:

We look forward to starting 2021 with you, and we're wishing for better times ahead. Here are a few important information items for you and your faculty:

- The deadline for Spring 2021 compliance with HB 2504 is **January 28, 2021**.

- We have updated our Digital Measures (DM) instructional videos to align with recent changes to the DM database. Kenny Shatley will be holding virtual DM training sessions in January. For anyone needing assistance with Digital Measures, you can join the Teams meeting below. This will be a come-and-go style training, so please bring questions if you have any!

  When: January 19ᵗʰ through 22ⁿᵈ
  Time: 11:30 to 1:30
  Topic: Digital Measures - Come and go training and assistance
  Click here to join the meeting

- In response to new university protocols regarding in-person meetings, we have developed a short blog-and-video series on various assessment topics. **Our January blog post discusses this semester's upcoming NSSE/FSSE administration.** You can access this information on our website: https://www.depts.ttu.edu/opa/connectwithus/blog/blog.php
- We would also like to welcome a new addition to our OPA team! Kara Page is now our Senior Administrator for Academic and Non-Academic Assessment. Kara previously served as the Interim Director of Assessment and Accreditation in the TTU College of Education. Kara brings a breadth of knowledge about program assessment to our office and I know she is excited to begin working closely with all of you regarding your degree program assessment plans. Kara is also currently a doctoral candidate in the Educational Psychology program at Texas Tech University. Her research interests include Culturally Relevant Teaching pedagogy and the impact of administrative decisions on students from underrepresented populations.

- Please consider joining us in San Antonio September 27-29, 2021 for the Texas Association for Higher Education Assessment conference. Our office leads this association and this conference, and we'd love to receive some Texas Tech submissions! The Call for Proposals will be sent February 1, 2021. You might also want to join our free webinar series in February: Continuous Improvement during Uncertain Times: Transforming the Institutional Assessment Culture. Please visit our website at txahea.org for more information.

Best of luck as you start your 2021 classes. Remember, you've got friends in OPA. We're here to help!

Sincerely,

Jennifer

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.

Review of Fifth Year Material for Submission to SACSCOC

In preparation for The Fifth Year Interim Report, OPA has determined the items needed for submission per the SACSCOC website (https://sacscoc.org/accrediting-standards/institution-resources/the-fifth-year-interim-report/).

In addition to the general directions below that are applicable to all Parts of the Fifth-Year Interim Report, please also follow the directions specific for each Part. Submit all parts of your Report to the SACSCOC Vice President assigned to your institution.

1. *Materials should be submitted in electronic format. If an audit has been requested, it should be submitted electronically in pdf format.*

- ***Electronic documents: please provide 8 flash/thumb drives.*** *Copy the report and all attachments onto each self-contained flash/thumb drive. All hyperlinks should point to a file on the flash drive; no links should point to external web pages. Provide the name of the person who can be contacted if the readers have problems accessing the information. In addition,* ***provide one flash drive in pdf format containing Parts I, II, III, and V*** ***without attachments or supporting documentation****. Please label this copy distinctively as "without supporting documents."*

    o *Each flash/thumb drive* ***must be*** *submitted in a separate paper or plastic envelope not smaller than 4" x 4" and the envelope should be labeled with the name of the institution, the title of the report, and a list of the parts of the report that are included. The flash/thumb drive should be labeled with the name of the institution and the title of the report.*

    o *Be sure to check the flash/thumb drives before mailing to the SACSCOC office to ensure that all intended documents are included and can be accessed.*

- ***If permission has been granted to submit print documents****, please provide eight (8) copies. Copy all documents front and back and use no less than an 11 point font. Staple or soft bind the document. Do not submit in a three-ring binder. Also, provide one print copy* ***without attachments or supporting documentation****.*

1. *Reread the report before submission and eliminate all narrative that does not directly address the standard or the issue.*

2. *Provide a separate submission for PART IV, if requested. PART IV should be submitted on a flash/thumb drive.* ***SIX (6) COPIES SHOULD BE SUBMITTED****.*

TxAHEA Update

On Tuesday, January 19th, we held our first TxAHEA Planning Committee meeting of the new year. We are excited to begin preparations for the September conference. The TxAHEA website has been updated to include the official dates of the conference.

Texas Association for Higher Education Assessment
September 27-29, 2021
TxAHEA
Texas Association for Higher Education Assessment

The TxAHEA webinar series will kick off again in February as we discuss Continuous Improvement during Uncertain Times: Transforming the Institutional Assessment Culture. The Marketing Committee will begin sending out emails through various listservs with the hopes we have the same high attendance as we have in the past.

Senior Administrator Posting

The vacant Senior Administrator position was officially posted on Wednesday January 13th. OPA has already interviewed one applicant for the position, and we will leave the posting online for the minimum 10 business days before moving forward with the hiring process. OPA hopes to have this position filled by mid-February, which will be right in time to have a person in place to manage the spring administrations of NSSE/FSSE and the ETS Proficiency Profile, as well as the core curriculum data collection process.