

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 24, 2020

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.

NSSE Marketing

OPA is scheduling a meeting with the Office of Diversity, Equity, and Engagement mid-February to look into partnership options to promote the NSSE. OPA plans to introduce videos, incentives, and emails in a new and more inclusive way. In doing so, we plan to inform the campus community earlier in the academic year, involve parents, and participate in orientation events. Additionally, OPA would like to include follow-up actions taken as a result of NSSE feedback.

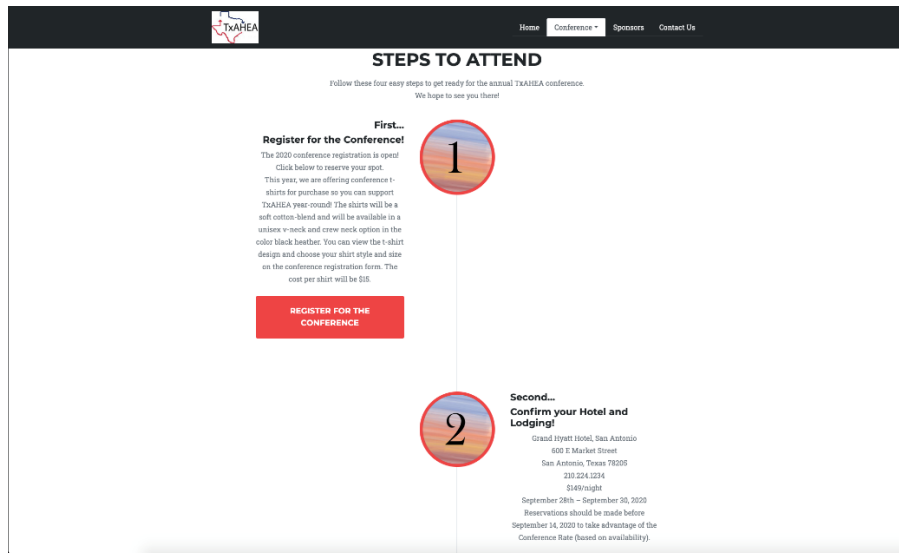
Substantive Change Documentation

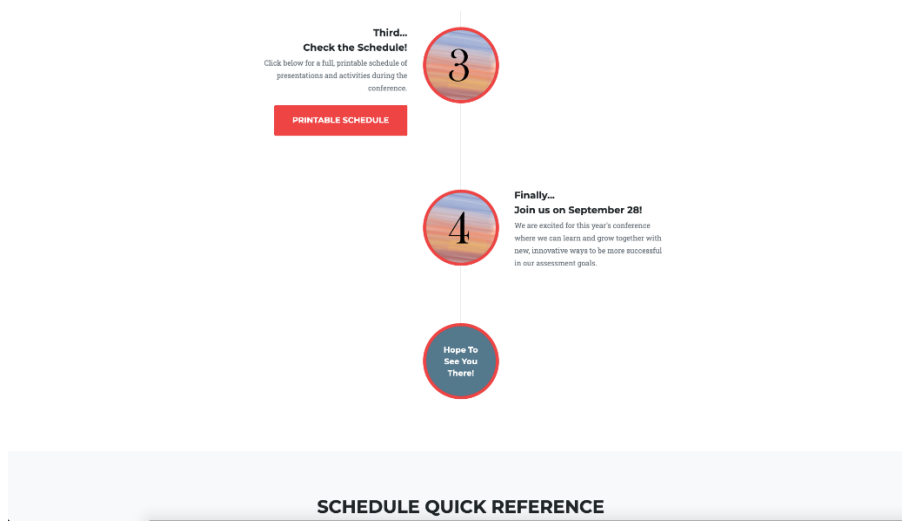
After collaboration with Dr. James, we have successfully completed the 2017-2018 Substantive Change report. We will work with Dr. James in the next few weeks to complete the 2018-2019 report. After verification of the 2018-2019 report, all documentation will be current for the Fifth Year Report.

TxAHEA

Jennifer and Kahlie are very proud to say that we now have a TxAHEA bank account at Wells Fargo. We will be able to use this bank account to write a check to the IRS to complete our 501c (3) status application. We held our first planning committee meeting this month and welcomed a handful of new committee members. Our student assistant, Emily Wade, has been wonderful in helping us revise and update the TxAHEA

conference website (screenshots below). Earlier this week, we held our first Planning Committee conference call and everyone is excited to begin preparing for the upcoming conference in September.





Digital Measures Procedural Changes

Procedural Changes:

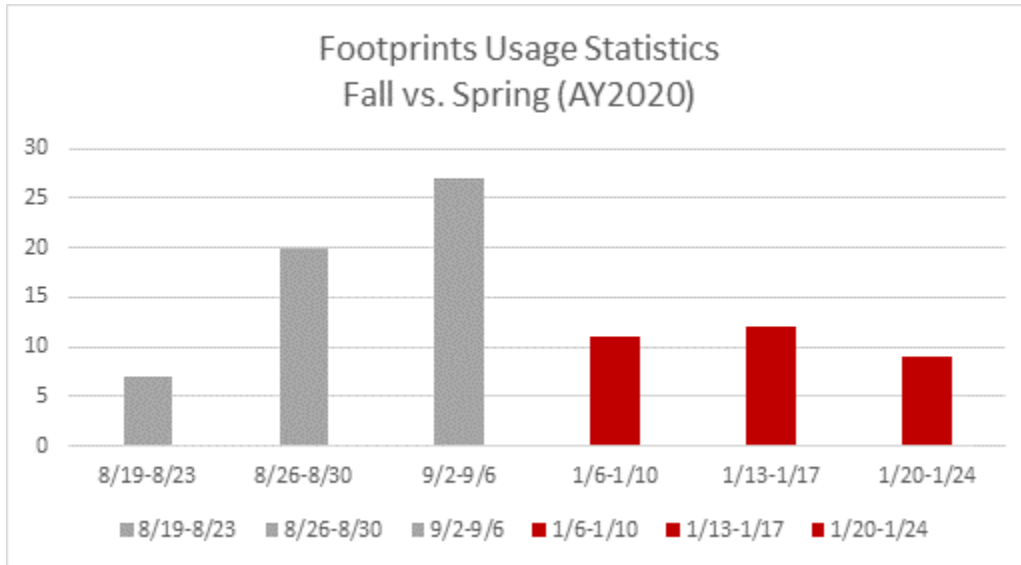
1. Prior to the start of term (around November or April), ADS will send a list of department prefixes to OPA for inclusion in Digital Measures.
 - a. This first change helped reduce the amount of manually created accounts and manually entered courses for the Spring term to almost 0. While the Spring term often has fewer new hires and teaching appointments than the Fall, the number of account creations for users who were hired and added to the TTU System through the usual channels has been eliminated entirely.
2. A number of automations are in place or will be in place prior to the end of the Spring term.
 - a. Digital Measures now updates enrollments throughout the term; previously this was not the case, and much of December and January was spent editing enrollment numbers.
 - b. ORS Updates are not yet automated, but a number of upcoming meetings should help complete this process with OPA oversight and directly relates to PURE and Cayuse integration.
 - c. Course Evaluation redundancies were removed and automated. When SmartEvals data is finalized for the Spring term, an automatic upload should ensure that the process is completed nearly instantaneously.

College of Business Update:

RCOBA's accreditation with AACSB required a bulk upload that took far more additional time than originally thought due to a previously-unknown-to-OPA formatting error when performing uploads. All RCOBA records should now be updated with correct information to allow the AACSB reports to be run from DM without issue. This is a huge win for OPA and the usage of DM in RCOBA, especially as the new Dean is testing our systems.

Footprints Statistics:

Due to the above updates in Digital Measures, Kyra has been assisting in maintaining a list of Footprints tickets opened for the purposes of Digital Measures.



The above represents the week prior, during, and after the start of semester. Footprints issues ramped up as the semester continued in Fall, while they are declining in the Spring. Shatley has also observed that most of the tickets for Spring have been related to corrections in prior DM data for Faculty Reports, as opposed to tickets opened for urgent issues, so we are encouraged at the evidence of improvement. *(Because Footprints creates a ticket regardless of the content of an issue email, additional communications, spam, or emails incorrectly sent to OPA have been removed from the above.)*

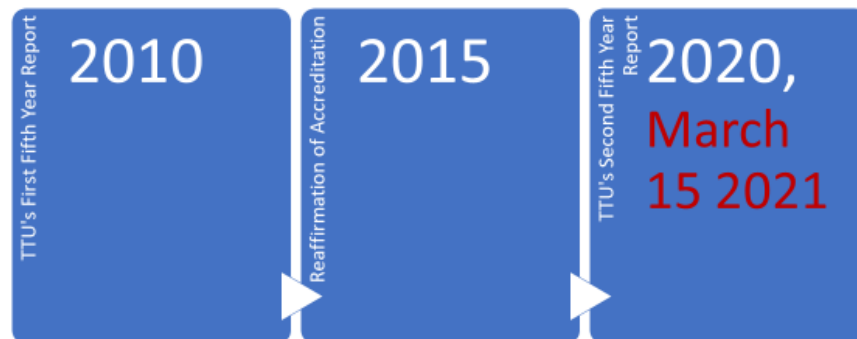
HB2504 Communication

Emails to department chairs regarding the January 24th deadline for HB2504 were sent earlier this week, and another email was sent today. Today's email was organized by department, with a list of individuals missing syllabi. This year syllabi compliance is averaging 86.6% prior to the 7th day deadline (data are from January 23rd). Shatley predicts high response rate after this first contact with faculty members.

OPA Learning Series

Jennifer Hughes presented "Curious About TTU's Fifth Year Report" on Thursday, January 23 to a small group of 5 TTU faculty and staff members. Although attendance was small, audience members seemed engaged and interested in the presentation. Below are some selected PowerPoint slides.

What is the timeline for our Fifth Year Report?
When is it due?



Why?

- The U.S. Department of Education requires accrediting agencies to monitor its member institutions to ensure that institutions having access to federal funds continue to meet accreditation standards. To that end, the [SACSCOC] Commission has developed a Fifth Year Report.

Who?

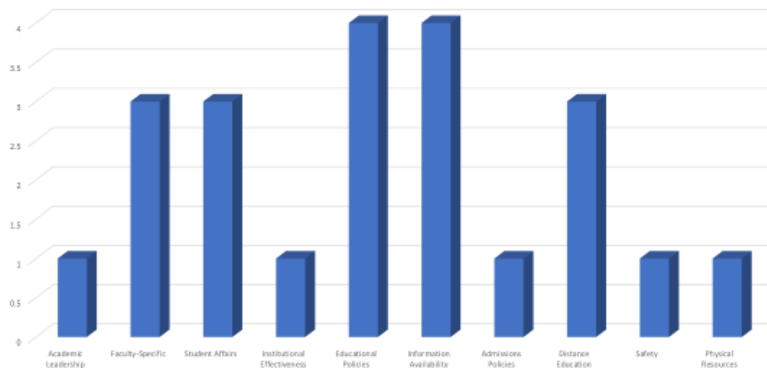


Specialized Topics for Fifth Year Report

- Student Achievement
- Faculty
- Educational Program Structure and Content
- Educational Policies, Procedures and Practices
- Student Support Services/Student Complaints
- Financial and Physical Resources
- Transparency, Information Access and Institutional Representation



How do these topics “stack up?”



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.

Update on Administrator Hiring Process

OPA closed the Administrator position for applications on January 17th and has been conducting phone screens with applicants this week. OPA has narrowed the field down to two qualified applicants, and interviews are scheduled for January 30th and 31st with Jennifer Hughes and Libby Spradlin. OPA is hopeful to have the position filled by March 1st.