



TEXAS TECH UNIVERSITY  
Office of the Provost

Office of Planning & Assessment

## **Institutional Effectiveness Weekly Report**

**January 25, 2019**

### **Special Report**

#### ***Preparation for SACSCOC Fifth-Year Interim Report***

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

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As a reminder, this special report will be produced for Dr. James at the end of each month, beginning January 2018. This month's special report features an update on each of the required standards for the Fifth Year Interim Report.

This month, OPA met with two key team leaders: Shannon Crossland and Jodie Billingsley. Ms. Crossland will be leading the Financial Aid response (13.6), and Ms. Billingsley will lead the Administrative and Academic leadership response (5.4). Both discussions focused on the language of each particular standard, as well as some preliminary ideas for evidence. In addition, leaders were instructed to begin building their own teams.

In April, OPA will organize a team leader meeting that brings together all leaders for a 1-hour team leader meeting. During this meeting, OPA will prepare a detailed list of suggested evidence and a preliminary outline for each response. These materials will be customized for each team. A suggested agenda is below:

- I. Introduction of Team Leaders and OPA Support
- II. Presentation of Fifth-Year Interim Website
- III. Suggested Evidence for Each Standard
- IV. Deadline for Draft Narratives
- V. Open Discussion

The table that follows is an update on all communication with team leaders as of 1-25-19.

<b>New SACSCOC Standard</b>	<b>OPA Staff Member</b>	<b>Team Leader</b>	<b>Status of Communication with Leader</b>
CR 6.1 (F-T Faculty)	Betty Ann	Rob Stewart	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. <u>Stewart requested a transcript meeting in February 2018 to make sure that transcript collection will be complete for Fall 19/Spring 20 faculty roster.</u>
6.2.b (Program Faculty)	Betty Ann	Rob Stewart	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. <u>Stewart requested a transcript meeting in February 2018 to make sure that transcript collection will be complete for Fall 19/Spring 20 faculty roster.</u>
CR 12.1 (Stud Support Svcs)	Libby	Cathy Duran	Jennifer and Libby met with Tara Miller on 12/13. The SACSCOC handbook was distributed and Libby also provided a list of departments that could be considered Academic and Student Support Services. Miller stated she would update Duran on what was discussed during the meeting.
5.4 in part (Qualified admin/acad officers)	Betty Ann and Jennifer	Jodie Billingsley	Jennifer met with Jodie Billingsley on Friday, January 25. The SACSCOC handbook was distributed, as well as the recent TTU-CR response. Hughes discussed the importance of gathering and redacting evaluation documents from

			executive leaders. Hughes will send a team leader meeting request to Billingsley in mid-February.
CR 8.1 (Student Achievement)	Libby	Patrick Hughes	Libby and Craig met with P. Hughes on 11/30. SACSCOC handbook was distributed. P. Hughes was provided the CCR response for FR 4.1 and informed about team leader expectations.
8.2.a (Student outcomes: educational progs.)	Libby	OPA	TBD
10.2 (Public Information)	<del>Craig</del> Jennifer	<del>Chris Cook</del> Garrett McKinnon	OPA incorrectly assigned this standard to Chris Cook. Since this standard relates closely to 10.3, OPA will re-assign this standard to McKinnon.
10.5 in part (Admissions policies and practices)	Jennifer	Ethan Logan	Hughes met with Logan in June 2018 regarding the new Admissions policies. <u>Hughes will send the new bound Principles of Accreditation to Logan in early January 2019.</u>
CR 9.1 (Program Content)	Betty Ann, Craig, Jennifer	Genevieve Durham	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. Durham asked a question about the definition of an educational program; Hughes responded that each institution determines its own definition. We do not currently include certificates as educational programs; Durham concurred.
6.2.c (Prog. Coordination)	Betty Ann, Jennifer	Rob Stewart	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. <u>We reiterated that OPA has significant experience with this particular response, and that we will run a report for Dr. Stewart at the February meeting so that he has a sense of what the report looks like.</u>

13.7 (Physical Resources)	Craig	Brandon Hennington	Craig met with Brandon Hennington and Lissa Munoz on 12/5 and discussed the standard and expectations for response. Brandon felt confident that he would be able to address the standard and stated that he will begin to develop reports now that will be able to be used when drafting the response.
CR 9.2 (Program Length)	Craig	Genevieve Durham	Craig met with Genevieve on 12/5. Since she already had met with Jennifer and Betty Ann for another standard the conversation was directly related to the standard itself. She felt confident that she would be able to address the standards efficiently.
13.6 (Fed/State Responsibilities)	Jennifer	Shannon Crossland	Jennifer Hughes met with Shannon Crossland on Friday, January 18 to discuss the Standard 13.6 (Federal/State Responsibilities). This standard is related to financial aid disbursement and auditing. Crossland will begin reviewing the requested documentation provided in the Resource Manual. Audits are a primary source of evidence for this standard. Hughes shared preliminary deadlines with Crossland during the meeting.
10.6 a-c (Distance Ed.)	Ashley	Justin Louder	Ashley and Libby met on 11/14 with Justin Louder. SACSCOC Handbook was distributed. Justin requested a <u>follow-up meeting in February 2019.</u>
10.7 (Policies for awarding credit)	Craig	Genevieve Durham	Craig met with Genevieve on 12/5. Since she already had met with Jennifer and Betty Ann for another standard the

			conversation was directly related to the standard itself. She felt confident that she would be able to address the standards efficiently.
12.4 (Student Complaints) [in part]	Libby	Cathy Duran	Jennifer and Libby met with Tara Miller on 12/13. The SACSCOC handbook was distributed and Libby also provided a list of departments that could be considered Academic and Student Support Services. Miller stated she would update Duran on what was discussed during the meeting.
14.3 (Comprehensive institutional review)	Ashley	Justin Louder	Ashley and Libby met on 11/14 with Justin Louder. SACSCOC Handbook was distributed. <u>Justin requested a follow-up meeting in February 2019.</u>
14.4 (Representation to other agencies)	Craig & Jennifer	OPA	TBD
14.1 (Publication of accreditation status)	Craig & Jennifer	OPA	TBD
13.8 (Institutional Environment)	Craig	Ron Phillips	Craig met with Ron Phillips on 11/29. Because this is a new standard, we discussed at length various components and potential contributors. Ron stated that he thinks that he would likely act as a team leader and allow various individuals that he supervises to write various aspects of the report.
10.9 (Coop. academic agreements) 10.3 (Archived Information)	Jennifer	10.9 (Darryl James) 10.3 (Garrett McKinnon)	Hughes met with McKinnon on Tuesday, December 18. Hughes shared the SACSCOC Resource Manual with McKinnon. Discussion focused on the current procedure for archiving the catalogue. McKinnon mentioned that there are electronic archives of catalogs, and hard-copy catalogs also stored at the Southwest Collection.