



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

February 15, 2019

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

This report provides an overview of recent faculty credentialing activities. Typically, faculty credentialing activities see a “surge” during the months of December through February due to the support OPA provides to the annual faculty review process. This increased workload is characterized by multiple data uploads, specialized support for report enhancements, and technical support to faculty.

In January 2019, the demands were even greater with new internal objectives for faculty credentialing related to faculty transcripts and “by course” credentialing. During odd numbered years, OPA is required to submit compliance documentation to the state which additionally added to the workload. These new and seasonal initiatives didn’t detract from the ongoing support that OPA routinely offers faculty and staff. There are a number of individuals in OPA who ensure all faculty credentialing requirements are met. First, Kahlie Callison works closely with transcripts and occasionally provides technical support to faculty. Second, OPA’s Graduate Assistant, Kyra Duffey, has been invaluable working with many technical aspects of faculty credentialing (i.e., scanning, saving, storing transcripts in the Provost’s basement). Thirdly, Betty Ann Thomas has done an exceptional job leading and managing all these efforts. Betty Ann has developed an impressive reputation among faculty and OPA is fortunate to have her.

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

This special weekly report will highlight activities over approximately the last three months during a heightened activity period in DigitalMeasures (DM.) Several year-end and first-of-semester activities, although not unusual, increase interaction with staff from the Office of Planning and Assessment (OPA). We wish to document these.

- **Texas House Bill 2504 Bi-yearly Report**
 - Every other year, in odd-numbered years, a report is prepared for the Texas Governor and several legislators who are involved with education. The report documents compliance with Texas House Bill (HB) 2504, Public Access to Course Information

(PACI.) In December 2018 the report was prepared for TTU's Provost's signature and it described usage of PACI during 2017—the most recent relevant information period—when 85,123 persons visited the website. OPA is pleased to report that TTU is in full compliance with HB 2504.

85,123 Visits

- **Annual Faculty Reports**

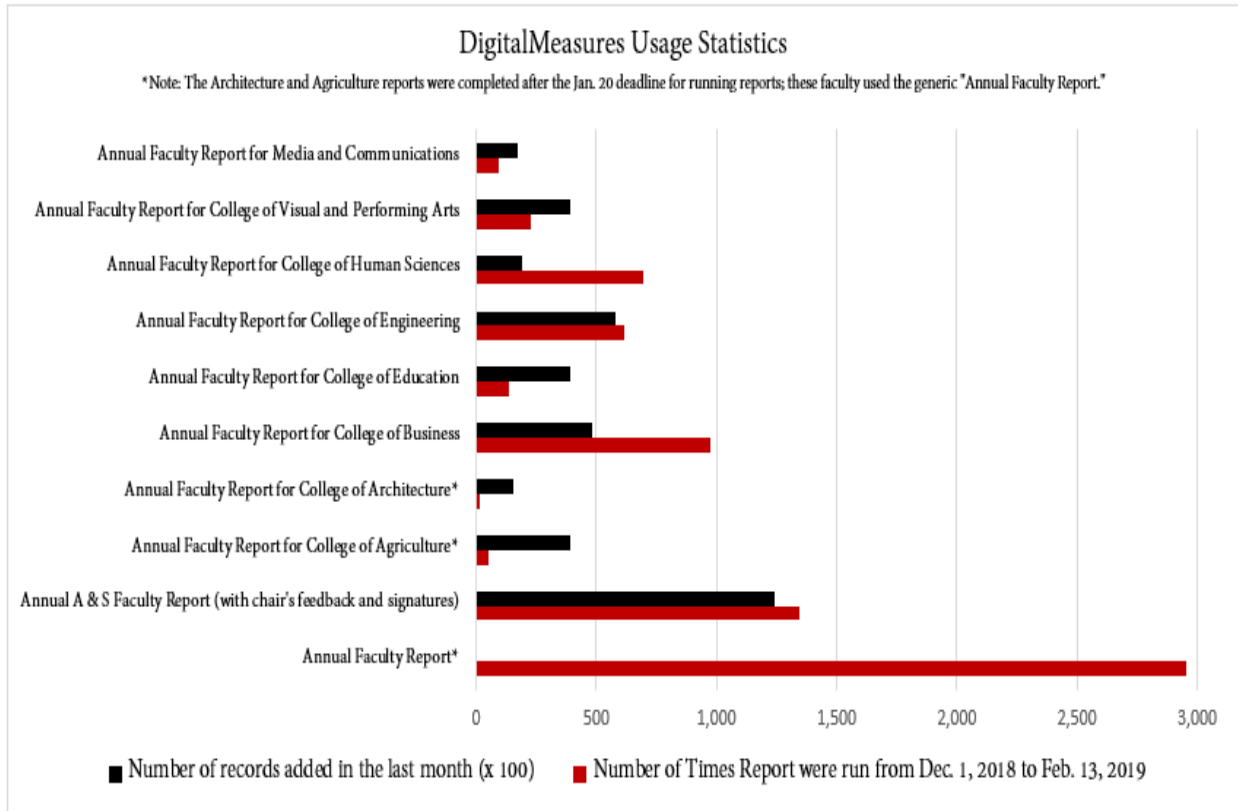
- The month of January is a critical month for all full-time TTU faculty as their Annual Faculty Report is due. Documentation of the previous year's activities is an exhaustive process and DM is a critical tool. Because three new colleges used DM to run annual reports this year (Business, CASNR, and Architecture), preparing unique templates became a time intensive process. Following is a list of activities related to 2018 annual report updates:
 - Significant updates to the College of Human Sciences report to capture Outreach and Engagement activities.
 - Preparation of a College of Business Administration report with distinctive nuances including:
 - Research, publication, fellowships, scholarships, and award activities appear on the report for three years but not more—specific coding was needed so that dates didn't overlap.
 - Teaching and service appear only one year.
 - Teaching courses where extra compensation was received should not appear since faculty are not evaluated on these.
 - Presentations should appear in separate headings for submitted, in preparation, and revising to resubmit.
 - Change in format for outreach and engagement activities to make it more readable.
 - Include text data from the Special Curriculum Development Activities screen.
 - Specific formatting throughout.
 - Preparation of a College of Architecture report that includes Professional Performances and Exhibits.
 - Preparation of a College of Agricultural Sciences & Natural Resources report with special sections:
 - Endowments and gifts
 - Academic advising
 - Specific report logic related to Responsible Conduct of Research and Safety Protocols
 - Specific formatting for grants and funded research

- Update to College of Engineering report to include graduate and undergraduate student support
- Update to College of Arts and Sciences report to include evaluator's R#

3 New Colleges

✦ DigitalMeasures Usage

- To illustrate the proliferation of DM usage since December 1, 2018, we provide the following data:



✦ Faculty Training

- Training and assisting faculty as they prepare their annual reports included the following activities:
 - Unique training sessions
 - One for Architecture
 - Three for Agriculture
 - Six for Business

- Two general sessions were held for anyone across campus.
- In addition, numerous individual assistance sessions were provided through phone calls and emails.

12 Formal Trainings

We hope this specialized report provides some insight into OPA's faculty credentialing activities, especially in light of this past month's heightened efforts. OPA looks forward to forging new relationships with University Libraries, as we begin work on co-creating their 2019 Annual Faculty Review.