



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

April 26, 2019

Special Report

Preparation for SACSCOC Fifth-Year Interim Report

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

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 provides a brief overview of preparations for the QEP Impact Report.

Official Launch of Fifth-Year Interim Report Writing

After several months of planning, the first official team leader meeting will be convened on Monday, April 29. The purpose of this meeting is to orient team leaders to their assigned SACSCOC standards. Several important resource documents will be shared: a list of team members, a list of critical internal deadlines, a detailed writing guide, and a series of suggested outlines. All resources are customized to each team leader's assigned SACSCOC standard(s). The final agenda for this meeting appears on page 2.

Fifth-Year Interim Planning Accomplishments Since March 28, 2019 Report

- OPA staff revised and updated an internal writing guide that was previously prepared for the university's 2015 Reaffirmation of Accreditation.
- Lindsay Hollowell, Administrator in the Office of Official Publications, conducted an analysis of relevant operating procedures. This analysis will be shared during the April 29 team leader meeting.
- To prepare each team leader, OPA staff members drafted customized outlines for each Fifth-Year Interim standard. These outlines recommend evidence, suggest operating policies and procedures, and assert Texas Tech's compliance.
- OPA's student assistant, Julie Gee, designed a document that lists critical internal deadlines for completing the Fifth-Year Interim Report.
- OPA staff convened a meeting with Engineering department chairs to streamline ABET assessment reporting. As a professional courtesy, OPA staff prepopulated ABET's new student learning outcomes into Nuventive Improve. This long-term enhancement will be helpful for generating the College of Engineering's Fifth-Year Interim assessment reports.
- Shannon Crossland already submitted a preliminary working draft of Standard 13.6 to the Office of Planning and Assessment.

Updated Status Document

- Please see page 3 for an updated status document. This document describes OPA's interactions with each team leader.



Fifth-Year Interim Report Team Leader Meeting

Monday, April 29

9:00AM – 10:00AM

Administration Building, Room 244

- I. Introduction of team leaders and designated OPA support person (James)
- II. Description of customized resources in your folder (Hughes)
- III. Presentation of Fifth-Year Interim website (Morton, Spradlin)
- IV. Suggested evidence and suggested narrative outline for each standard (Hughes)
- V. Discussion (James)
 - Differences between core requirements and standards
 - Highly cited standards
- VI. Important dates (James)
 - See deadline document in your folder; OPA will send meeting requests so these dates are on your calendar
 - Meet with your team this summer; OPA can facilitate a meeting for you

Fifth-Year Interim SACSCOC Standard	OPA Staff Support Member	TTU Team Leader	Status as of 04/29/19
<p>5.4 in part (Qualified administrative/academic officers)</p> <p>The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Jodie Billingsley, Assistant Vice President</p>	<p>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.</p>
<p>CR 6.1 (Full-time faculty)</p> <p>The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Rob Stewart, Senior Vice Provost</p>	<p>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> Betty Ann and Jennifer met again with Durham and Stewart on 2/28/19. We presented a timeline and sample faculty transcript reports.</p>
<p>6.2.b (Program Faculty)</p> <p>For each of its educational programs, the institution employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Rob Stewart, Senior Vice Provost</p>	<p>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> Betty Ann and Jennifer met again with Durham and Stewart on 2/28/19. We presented a timeline and sample degree program coordinator reports.</p>
<p>6.2.c (Program Coordination)</p>	<p>Jennifer S. Hughes,</p>	<p>Dr. Rob Stewart, Senior Vice Provost</p>	<p>BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was</p>

For each of its educational programs, the institution assigns appropriate responsibility for program coordination.	Managing Director		<u>distributed. 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>
CR 8.1 (Student Achievement) The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success.	Libby Spradlin, Lead Administrator	Dr. Patrick Hughes, Vice Provost	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 programs) The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below: a. Student learning outcomes for each of its educational programs.	Libby Spradlin, Lead Administrator	OPA	TBD
CR 9.1 (Program Content) Educational programs (a) embody a coherent course of study, (b) are compatible with the stated mission and goals, and (c) are based upon fields of study appropriate to higher education.	Craig Morton, Associate Director	Genevieve Durham DeCesaro, Vice Provost	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.
CR 9.2 (Program Length) The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or	Craig Morton, Associate Director	Genevieve Durham DeCesaro, Vice Provost	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.

<p>the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides an explanation of equivalencies when using units other than semester credit hours. The institution provides an appropriate justification for all degree programs and combined degree programs that include fewer than the required number of semester credit hours or its equivalent unit.</p>			
<p>10.2 (Public Information)</p> <p>The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Garrett McKinnon, Managing Director</p>	<p>OPA incorrectly assigned this standard to Chris Cook. Since this standard relates closely to 10.3, OPA will re-assign this standard to McKinnon.</p>
<p>10.3 (Archived Information)</p> <p>The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Garrett McKinnon, Managing Director</p>	<p>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.</p>
<p>10.5 in part (Admissions policies and practices)</p> <p>The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Ethan Logan, Associate Vice President</p>	<p>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></p>

<p>10.6 a-c (Distance and correspondence education)</p> <p>An institution that offers distance or correspondence education</p> <p>(a) Ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit.</p> <p>(b) Has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.</p> <p>(c) ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.</p>	<p>Ashley Pruitt, Administrator</p>	<p>Dr. Justin Louder, Associate Vice Provost</p>	<p>Ashley and Jennifer met with Justin Louder and Clay on 4/5/2019. 14.3 was discussed as a group and 10.6 was reviewed. <u>Justin stated that he will not be able to make the 4/29 mtg but Clay will be there in his place.</u></p>
<p>10.7 (Policies for awarding credit)</p> <p>The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours (e.g., direct assessment programs), the institution has a sound means for determining credit equivalencies.</p>	<p>Craig Morton, Associate Director</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>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.</p>
<p>10.9 (Cooperative academic agreements)</p> <p>The institution ensures the quality and integrity of the work recorded when an institution transcribes courses or credits as its own when offered through a cooperative academic arrangement. The institution maintains formal agreements between the parties involved, and the institution regularly evaluates such agreements.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Darryl James, Vice Provost</p>	<p>Hughes and James will prepare a plan for gathering these academic agreements into a central location.</p>

<p>CR 12.1 (Student support services)</p> <p>The institution provides appropriate academic and student support programs, services, and activities consistent with its mission.</p>	<p>Libby Spradlin, Lead Administrator</p>	<p>Dr. Cathy Duran, Vice Provost</p>	<p>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.</p>
<p>12.4 (Student Complaints)</p> <p>The institution (a) publishes appropriate and clear procedures for addressing written student complaints, (b) demonstrates that it follows the procedures when resolving them, and (c) maintains a record of student complaints that can be accessed upon request by SACSCOC.</p>	<p>Libby Spradlin, Lead Administrator</p>	<p>Dr. Cathy Duran, Vice Provost</p>	<p>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.</p>
<p>13.6 (Federal and state responsibilities)</p> <p>The institution (a) is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended and (b) audits financial aid programs as required by federal and state regulations. In reviewing the institution's compliance with these program responsibilities under Title IV, SACSCOC relies on documentation forwarded to it by the U.S. Department of Education.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Shannon Crossland, Senior Director</p>	<p>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.</p>
<p>13.7 (Physical Resources)</p> <p>The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities.</p>	<p>Craig Morton, Associate Director</p>	<p>Brandon Hennington, Managing Director</p>	<p>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.</p>
<p>13.8 (Institutional Environment)</p>	<p>Craig Morton, Associate Director</p>	<p>Ronald Phillips, Chief Compliance</p>	<p>Craig met with Ronald Phillips on 11/29. Because this is a new</p>

<p>The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.</p>		Officer	<p>standard, we discussed at length various components and potential contributors. Ronald 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.</p>
<p>14.1 (Publication of accreditation status)</p> <p>The institution (a) accurately represents its accreditation status and publishes the name, address, and telephone number of SACSCOC in accordance with SACSCOC's requirements and federal policy; and (b) ensures all its branch campuses include the name of that institution and make it clear that their accreditation depends on the continued accreditation of the parent campus.</p>	<p>Craig Morton, Associate Director</p> <p>Jennifer S. Hughes, Managing Director</p>	OPA	TBD
<p>14.3 (Comprehensive institutional reviews)</p> <p>The institution applies all appropriate standards and policies to its distance learning programs, branch campuses, and off-campus instructional sites.</p>	Ashley Pruitt, Administrator	Dr. Justin Louder, Associate Vice Provost	<p>Ashley and Jennifer met with Justin Louder and Clay on 4/5/2019. 14.3 was discussed as a group and 10.6 was reviewed. <u>Justin stated that he will not be able to make the 4/29 mtg but Clay will be there in his place.</u></p>
<p>14.4 (Representation to other agencies)</p> <p>The institution (a) represents itself accurately to all U.S. Department of education recognized accrediting agencies with which it holds accreditation and (b) informs those agencies of any change of accreditation status, including the imposition of public sanctions. (See SACSCOC policy "Accrediting Decisions of Other Agencies.")</p>	<p>Craig Morton, Associate Director</p> <p>Jennifer S. Hughes, Managing Director</p>	OPA	TBD