



TEXAS TECH UNIVERSITY  
Office of the Provost

## Office of Planning & Assessment

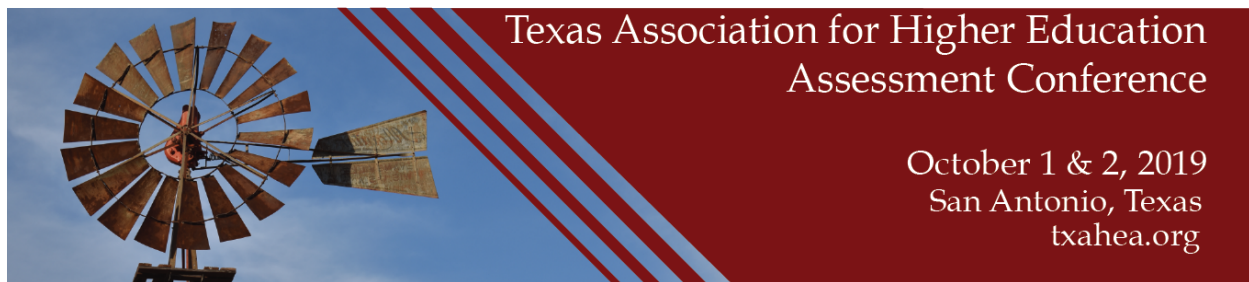
# Institutional Effectiveness Weekly Report

## May 17, 2019

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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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### **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.**

- ✦ Fifth Year Interim Report
  - Beginning in June, OPA staff will draft a monthly email message to all team leaders. This message will contain “need to know” information and important reminders.
  - OPA held an internal staff meeting on Tuesday, May 14 to discuss our plans for meeting with team leaders during summer 2019. All OPA staff members will convene a meeting with their respective teams this summer, and a suggested outline is listed below:
    - I. Suggested Agenda
      - a. Review narrative outline
      - b. What evidence do we currently have?
      - c. What evidence do we need?
      - d. Draft is due January 20, 2020 – when do we want our internal first draft due?
      - e. Who will write each section of the report?
- ✦ Program-level PAR reports are nearly finished. The deadline for including Faculty Peer Review in the summary report is May 31. The final report will be available by the end of June.

- ✦ OPA staff met with Dr. Amy Koerber, Associate Dean in the College of Media & Communication on Friday, May 17. This meeting was convened to discuss the college's upcoming faculty peer review process. OPA will support Dr. Koerber in these efforts.
- ✦ Texas Higher Education Coordinating Board and State of Texas Reporting
  - The course-level assessment for the Core Curriculum has been administered, and OPA is working closely with sub-committee leaders and individual Instructors of Record to ensure that evaluations are completed. OPA has identified a few strategies to limit instructor frustration, but the response rate is still very high.
- ✦ The Office of Planning & Assessment participated in an online meeting convened by Dr. Kathy Austin on May 13. OPA expects to play a major role in the development of a "faculty authoritative data source" project between Information Technology, the Vice President for Research, the Office of Institutional Research, and TTU Human Resources. Dr. Austin announced the official launch of this project during this meeting, and more details will follow as the project expands.

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

- ✦ Training and Consultation Tracking
  - These totals include consultations and communications where OPA provides support for faculty and staff on non-project specific activity.

	Number of individuals	Number of issues addressed	Number of email sent on issue	Number of phone calls	Number of informal consultations	Number of formal trainings
Week of May 13	72	16	93	8	2	0
As of Sept 1, 2018	966	936	1725	285	94	25

- ✦ Developmental Opportunities
  - Notification of the annual "chair visit" meetings was sent to all department chairs on Wednesday, May 15. Kahlie Callison is currently scheduling these meetings for the summer term.
  - OPA is scheduling both summer and fall trainings and educational opportunities for faculty and staff. These opportunities are listed on the OPA home page (see screenshot below).

**Progress Portal**

**CALENDAR**

MAY	Nuventive Improve Summer Training 3:30-5:00 TLPDC 151
<b>29</b>	
JUNE	Summer I 2019 Syllabi Upload Deadline
<b>13</b>	
JUNE	Nuventive Improve and DigitalMeasures Summer Training 3:30-5:00 TLPDC 151
<b>19</b>	
JUNE	DigitalMeasures Summer Training 3:30-5:00 TLPDC 151
<b>20</b>	
JULY	Summer II 2019 Syllabi Upload Deadline
<b>18</b>	
JULY	Nuventive Improve Summer Training 3:30-5:00 TLPDC 151
<b>31</b>	
OCTOBER	Degree Program and Non-Academic Assessment Deadline
<b>1</b>	

**DigitalMeasures Login**      **Nuventive Improve Login**

The Office of Planning and Assessment contributes to the university mission by promoting and leading institutional effectiveness activities; facilitating the measurement and analysis of institutional assessment data, and supporting institutional compliance with the State of Texas, Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and providing substantive feedback to the institution and its component units that ensure evidence of continuous improvement.

Texas Tech University is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 4-679-4500 for questions about the accreditation of Texas Tech University.

[Click here to view a letter from our director, Jennifer Hughes.](#)

- Speakers have been finalized for Fall 2019 Coffee Breaks sessions. Speakers include Suzanne Tapp, Justin Louder, Lissa Munoz, and Curt Langford. Specific meeting times will be scheduled once the TLPDC begins accepting reservations.
- ✦ The first draft of the Raiders Engaged final report will be sent to Dr. Birgit Green next week. The Metrics Task force is nearing completion.
- ✦ In 2016, OPA created a Methods of Assessment Report. This was an infographic demonstrating the various assessment methods used by degree programs. OPA is currently developing and updating a new Methods of Assessment Report.
- ✦ The TxAHEA Marketing Subcommittee met on May 13 to discuss a summer marketing plan. The meeting was facilitated by Dr. Kimberly Faris (University of North Texas). Attendees will continue to distribute flyers and communicate registration availability to various prospective attendee lists.
- ✦ The TxAHEA Executive Committee held its first meeting on May 15, 2019. The Executive Committee considered meeting times for the 2019 San Antonio conference. Additionally, a meeting was scheduled to review the association's constitution and bylaws.