



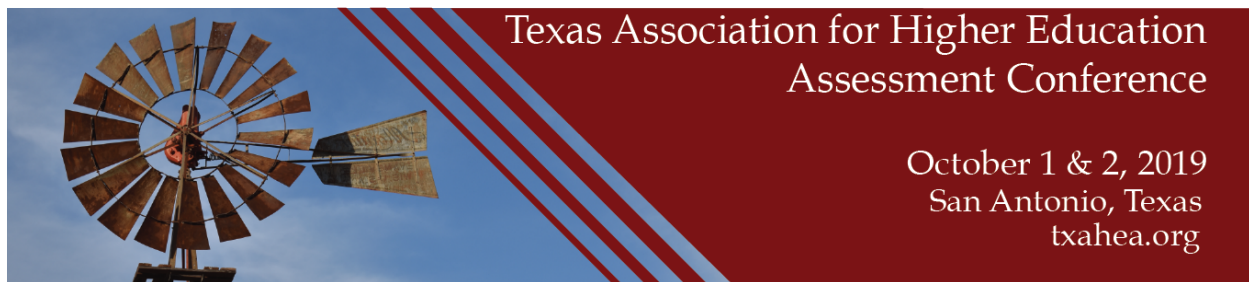
TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

May 24, 2019

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



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
 - Next week's IE Weekly Report will be a regularly scheduled focused report on Fifth-Year Interim progress. All team leaders have been contacted for summer follow-up meetings and a few team meetings have already occurred.
- ✦ Texas Higher Education Coordinating Board and State of Texas Reporting
 - The deadline for course-level reporting by Core Curriculum Instructors of Record was May 22. OPA facilitated a revised administration process with direct emails to all instructors. OPA worked with multiple instructors that mistakenly deleted the call to participate or had difficulty logging into the platform. Despite these challenges, nearly 100% of instructors have completed their evaluations.
- ✦ Quality Enhancement Plan
 - OPA is collaborating with the Center for Global Communication and the Study Abroad Office to analyze the data from the pre-test Study Abroad survey. A preliminary breakdown of results from the pre-test is complete. This report will be used to provide feedback to stakeholders on general student preparedness.

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 20, 2019	51	8	19	4	1	2
As of Sept 1, 2018	1017	944	1744	289	95	27

✦ Developmental Opportunities

- Chair Visits- On an annual basis, the Office of Planning and Assessment meets with each department chair to discuss degree program assessment, faculty credentialing, and SACSCOC compliance. OPA is currently scheduling these meetings for Summer I and Summer II. Individual program-level PAR reports are nearly complete. These reports are a central point of discussion during chair visits.
 - Dr. Bolanle Olaniran (Interim Chair, Communication Studies) participated in a Skype chair visit on Monday, May 20. On Wednesday, May 22, Dr. Jennifer Hughes visited face-to-face with Dr. Sharran Parkinson, Chair, and her colleagues in the Department of Design. In addition to Parkinson, the meeting included Drs. Shin and Collier. In both meetings, Hughes reiterated the critical importance of documenting actions and follow-up statements.
- ✦ The Raider’s Engaged final report data is complete, and the first draft of the final report has been sent to Dr. Birgit Greene.
- ✦ OPA continues to update the Progress Portal website. We held staff discussions earlier this week, and decided to seek professional design advice from Ms. Carlene Kelly. We have a meeting scheduled with Ms. Kelly for Tuesday, June 4. We hope that Ms. Kelly can offer us some design direction, particularly given the limitations of the TTU OmniUpdate system.
- ✦ OPA participated in the May 21 meeting of College of Engineering department chairs. Dr. Craig Morton prepared a template document for Engineering Chairs that provides a straightforward method of assessment reporting. OPA instructed the chairs to return this document to our office on August 1, 2019. OPA staff will complete all data entries for WCOE. Below is a screenshot of the template that was prepared exclusively for WCOE chairs and the accompanying email message that was sent.

Figure 1. ABET Student Learning Outcome Template

Department:
Program:
Statement Regarding Assessment in ABET Accredited Programs

Student Learning Outcome	Method of Assessment	Course (if Applicable)	Criteria	Cycle (Schedule)	Direct vs Indirect	Indicate if this outcome aligns with institutional initiatives	Results	Actions for Improvement
1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics	Method 1:					<input type="checkbox"/> Marketable Skills <input type="checkbox"/> Communication Literacy <input type="checkbox"/> High Impact Practice	2018-2019 (when available.....)	
	Method 2:					<input type="checkbox"/> Marketable Skills <input type="checkbox"/> Communication Literacy <input type="checkbox"/> High Impact Practice	2018-2019 (when available.....)	
	Method 3:					<input type="checkbox"/> Marketable Skills <input type="checkbox"/> Communication Literacy <input type="checkbox"/> High Impact Practice	2018-2019 (when available.....)	
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors	Method 1:					<input type="checkbox"/> Marketable Skills <input type="checkbox"/> Communication Literacy <input type="checkbox"/> High Impact Practice	2018-2019 (when available.....)	
	Method 2:					<input type="checkbox"/> Marketable Skills <input type="checkbox"/> Communication Literacy	2018-2019 (when available.....)	

Figure 2. Email Message Distributed to WCOE Chairs

Dear Engineering Chairs:

Thanks for taking the time to visit with Dr. Morton and me earlier this week. We really appreciate your time!

Here is a brief summary of our office’s efforts thus far:

- We uploaded all of the new ABET student learning outcomes into Nuventive Improve for you. *Please note that we added the new ABET Computer Science-specific learning outcomes into the undergraduate Computer Science degree. Since Petroleum Engineering already had the new outcomes in place, we did not override their work.*
- Our office prepared a template (attached) for you. The purpose of this template is to make assessment reporting easier for you. If you’ll please complete the template and return it to me by August 1, our office will do **all** of the data entry for you. We’re pleased to do this for you!

My best advice is to “take the deal!” (Giesselmann, 2019). Dr. Morton and I are here this summer, so if you’d like to meet specifically about your template, we’ll be here.

Your colleague-in-assessment,

Jennifer

In addition to direct contributions toward the departmental goals, OPA continues to focus on continuous improvement measures.

- ✦ OPA is reviewing applications for the Administrator position previously held by Betty Ann Thomas. Fourteen applications were submitted as of 5/17/19. The Hiring Committee, composed of Dr. Jennifer Hughes, Dr. Craig Morton, Dr. Marcus Tanner, and Dr. Jason Rinaldo unanimously agreed to interview four candidates. These four candidates all have the requisite requirements for the position. After initial interviews with these candidates, second interviews will be extended to two finalists. Our internal goal is to have an Administrator on board by July 1.