



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

May 31, 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 SACSCOC Teams

After a successful team leader meeting on April 29, OPA staff reached out to all individual team leaders. The chart (see below) reflects OPA's recent communications with team leaders. This chart will be regularly updated with meeting summaries from each team.

Resources Provided to Team Leaders

- OPA staff prepared an "invitation to participate" email for team leaders, in the event they wish to distribute this message to prospective team members.

Dear Colleagues:

The university is currently preparing for the SACSCOC Fifth-Year Interim Report, due in March 2021. I am creating a team to prepare evidence for Core Requirement 8.1 (Student Achievement). The exact language for 8.1 is excerpted below:

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. (Student achievement)

I'd like to ask you to serve on the 8.1 team, which will be responsible for collecting and presenting evidence in support of our compliance with 8.1. In addition, our team will be responsible for drafting a narrative that reiterates our compliance. This is a multi-year commitment, but the bulk of our work will commence this fall. OPA has an internal deadline of January 31, 2020 for a complete first draft. After the initial draft, I expect that we'll continue to tweak our responses over the course of 2020.

Please let me know at your earliest convenience if you are willing to serve as a team leader. I will convene our first meeting in mid-July.

Thanks for your consideration.

- OPA staff will begin a monthly Fifth-Year Interim email message to team leaders. The June 2019 email message will be the inaugural email message, and we will remind leaders of the following: 1) first draft is due January 2020; 2) team membership should be solidified during summer 2019, and 3) OPA staff will assist you with planning a team meeting during summer 2019.

Fifth-Year Interim SACSCOC Standard	OPA Staff Support Member	TTU Team Leader	Status as of 05/31/19
<p>5.4 (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>Scheduled meeting for June 20, 2019 with J. Hughes and Billingsley to discuss team leadership.</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>J. Hughes is awaiting an email response from Dr. Stewart. A reminder email will be sent in early June.</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>J. Hughes is awaiting an email response from Dr. Stewart. A reminder email will be sent in early June.</p>
<p>6.2.c (Program coordination)</p> <p>For each of its educational programs, the institution assigns appropriate responsibility for program coordination.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Rob Stewart, Senior Vice Provost</p>	<p>J. Hughes is awaiting an email response from Dr. Stewart. A reminder email will be sent in early June.</p>
<p>CR 8.1 (Student achievement)</p> <p>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.</p>	<p>Libby Spradlin, Lead Administrator</p>	<p>Dr. Patrick Hughes, Vice Provost</p>	<p>J. Hughes met with P. Hughes on May 16 to discuss team leadership. P. Hughes sent an invitation to participate to prospective team members. Avelina Padilla is currently scheduling a team meeting.</p>

<p>8.2.a (Student outcomes: educational programs)</p> <p>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:</p> <p>a. Student learning outcomes for each of its educational programs.</p>	<p>Libby Spradlin, Lead Administrator</p>	<p>OPA</p>	<p>OPA is well aware of the responsibilities for this response, as it is one of the most highly cited responses. We are currently working to strengthen follow-up statements and actions for improvement.</p>
<p>CR 9.1 (Program content)</p> <p>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.</p>	<p>Craig Morton, Associate Director</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>Genevieve Durham DeCesaro convened a team leader meeting on May 21 to discuss team member responsibilities and present a general overview of the standard and the narrative's expectations. Members were given specific instructions regarding timelines and types of evidence that will need to be gathered and submitted.</p>
<p>CR 9.2 (Program length)</p> <p>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 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>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>10.2 (Public information)</p> <p>The institution makes available to students and the public current academic calendars, grading policies,</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Garrett McKinnon, Managing Director</p>	<p>Scheduled meeting for June 6, 2019 with J. Hughes and McKinnon to discuss team leadership.</p>

cost of attendance, and refund policies.			
<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>	Jennifer S. Hughes, Managing Director	Garrett McKinnon, Managing Director	Scheduled meeting for June 6, 2019 with J. Hughes and McKinnon to discuss team leadership.
<p>10.5 (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>	Jennifer S. Hughes, Managing Director	Dr. Ethan Logan, Associate Vice President	Scheduled meeting for June 24, 2019 with J. Hughes and Logan to discuss team leadership.
<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</p>	Ashley Pruitt, Administrator	Dr. Justin Louder, Associate Vice Provost	Ashley plans to meet with Justin Louder and Clay on 7/25/2019.

student charges associated with verification of student identity.			
<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>	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>10.9 (Cooperative academic agreements)</p> <p>The institution ensures the quality and integrity of the work recorded when an institution transcripts 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>	Jennifer S. Hughes, Managing Director	Dr. Darryl James, Vice Provost	Hughes and James will prepare a plan for gathering these academic agreements into a central location.
<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>	Libby Spradlin, Lead Administrator	Dr. Cathy Duran, Vice Provost	In Libby's absence over the summer, Craig Morton is providing support. Craig reached out to Dr. Duran to provide assistance.
<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>	Libby Spradlin, Lead Administrator	Dr. Cathy Duran, Vice Provost	In Libby's absence over the summer, Craig Morton is providing support. Craig reached out to Dr. Duran to provide assistance.
<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</p>	Jennifer S. Hughes, Managing Director	Shannon Crossland, Senior Director	J. Hughes and Crossland met on 5/23/19. Crossland is considering team leadership composition. Hughes will meet with Crossland again in July (meeting TBD).

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>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>	Craig Morton, Associate Director	Brandon Hennington, Managing Director	A meeting was scheduled for May 27 but needed to be rescheduled. Craig and Brandon are currently looking for a new time to meet.
<p>13.8 (Institutional environment)</p> <p>The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.</p>	Craig Morton, Associate Director	Ronald Phillips, Chief Compliance Officer	Craig met with Ronald Phillips on 11/29. Because this is a new 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>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>	Craig Morton, Associate Director	Jennifer S. Hughes, Managing Director	OPA
<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	OPA staff have experience with this response, and we anticipate that we will simply update the CCR response.
<p>14.4 (Representation to other agencies)</p>	Craig Morton, Associate Director	OPA	Ashley plans to meet with Justin Louder and Clay Taylor on 7/25/2019.
			OPA staff have experience with this response, and we monitor the SACSCOC listserv "chatter"

<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>Jennifer S. Hughes, Managing Director</p>		<p>closely. We expect that this response will be quite similar to TTU’s CCR response.</p>
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