



TEXAS TECH UNIVERSITY  
Office of the Provost

Office of Planning & Assessment

## Institutional Effectiveness Weekly Report

### June 7, 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.**

- ✦ An email message was sent to all SACSCOC team leaders on Monday, June 3. This message is the first in a series of email messages to team leaders. Below is a screenshot of the email:

*Dear Fifth-Year Team Leaders:  
Happy June! Time sure does fly!*

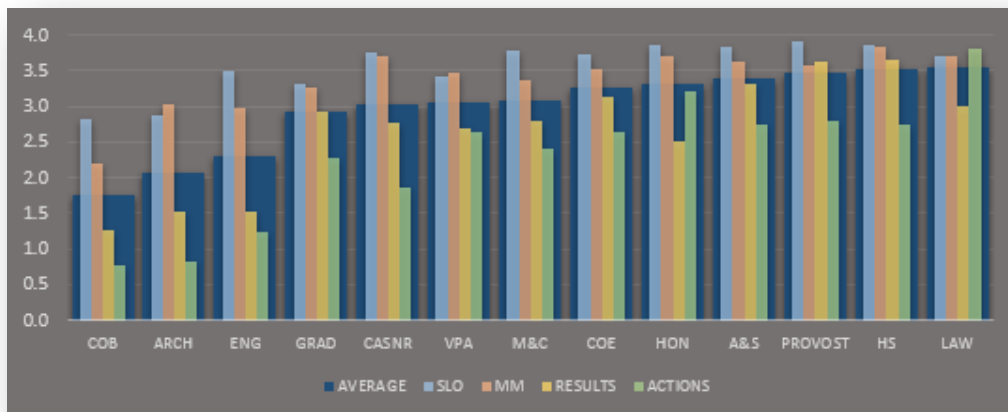
*Here are a few summer reminders for you:*

- 1. Please solidify your team membership this summer.*
- 2. After you have selected team members, please meet with your team before August 1. OPA is happy to coordinate a meeting on your behalf.*
- 3. Don't forget our first deadline is January 31, 2020. Your first draft is due to OPA on this date!*

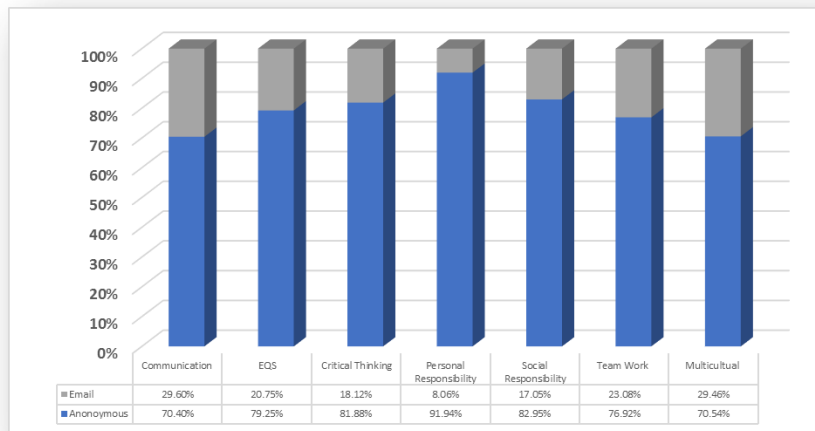
*I can't tell you how much I appreciate you. It really does take **all of us** to make this report come to life!*

*Thanks again,  
Jennifer*

- ✦ Jennifer Hughes and Garrett McKinnon discussed preparations for 10.2 and 10.3 at a face-to-face meeting on June 6. McKinnon is currently assembling his team, and he will send a meeting summary to Hughes later this summer. Hughes and McKinnon discussed documentation of catalog archival evidence during their meeting.
- ✦ Craig Morton and Jennifer Hughes discussed OPA's internal plan for drafting 14.4. We will ask Kyra Duffey to collect mailing addresses for TTU's various disciplinary accreditors. Using these addresses, Hughes and Morton will draft a letter dated September 1, 2019 that describes TTU "in identical terms" to each of our individual accreditors. This documentation is required as evidence for 14.4.
- ✦ Jennifer Hughes, Craig Morton, and Julie Gee met with Carlene Kelly (TTU Team Web) on Tuesday, June 4. The purpose of this meeting was to seek design advice for the Progress Portal website. Kelly observed that some links on the Progress Portal were not accessible, and so Julie Gee is currently modifying these links to bring them into compliance. Kelly also offered some helpful design direction during the meeting.
- ✦ University-Level IE Committee
  - OPA staff reviewed the current membership of the University-Level IE Committee. Jennifer Hughes will consult with Dr. James about potential membership changes; this is the third year of the committee's existence and it is time to rotate membership.
  - The final 2017-2018 PAR Report is complete and will be available online later this summer. The two primary findings addressed in the report were the importance of continued efforts for documenting Actions for Improvement and the need to bolster the Faculty Peer Review process.



- ✦ Texas Higher Education Coordinating Board and State of Texas Reporting
  - Course-level assessment for the 2018-2019 core curriculum is complete. OPA will draft the report and it will be available by early fall. Course-level enhancements were completed in Fall 2018 and Spring 2019. OPA will improve this process even further by using direct email survey links to IORs in Fall 2019.



✦ Quality Enhancement Plan

- The Office of Planning and Assessment has been working with Dr. Paul Pare and the Study Abroad Office on a pre-departure survey to measure student preparedness. This survey was administered on April 30, 2019 and had a 90.8% response rate. On June 4, Dr. Paul Pare, Dr. Craig Morton, Dr. Raychel Vasseur, Dr. Jennifer Hughes, Ms. Adrianna Sotelo, and Ms. Ashley Pruitt discussed opportunities for improvements, feedback on results, and identified goals moving forward. Future surveys will identify cohort data and will better align with the QEP’s SLO3. After all data are collected, the Office of Planning and Assessment will continue to work with Dr. Paul Pare and the Study Abroad Office to create a final report demonstrating a comprehensive analysis of this project. As an outcome of the June 4 meeting, a follow-up survey was administered to returning study abroad students.

**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 the 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 27, 2019	34	23	23	2	2	1
Week of June 3, 2019	35	17	54	9	3	2
As of Sept 1, 2018	1086	984	1821	300	100	30

✦ Developmental Opportunities

- Chair Visits

- The Area of Management met with OPA staff this week as part of the annual Chair's Visit. Dr. Claudia Cogliser and Ms. Nikki Bohannon represented the Area of Management. Dr. Cogliser discussed differences in the department's SACSCOC reporting and AACSB reporting; this was a helpful conversation for better understanding the "state of assessment" in the Area of Management. The department's Assessment Day is scheduled for September 22, 2019. OPA will be invited to participate.
- The Department of Human Development and Family Studies also met with OPA staff this week as part of the annual Chair's Visit. Dr. Ann Mastergeorge and Ms. Mitzi Ziegner were present for this meeting. We spent significant time discussing the department's new assessment plan for Early Childhood.
- Consultations
  - OPA held a Nuventive Improve training on May 29. The Graduate School and the Department of Physics attended to learn about the platform. OPA also reviewed Kinesiology's 2018-2019 report at Dr. Angela Lumpkin's request to ensure expectations were being met.
  - Additionally, OPA provided assessment consultations with Leslie Thompson and Karissa Greathouse.
- ✦ The Excellence in Assessment (EIA) application was submitted to the National Institute for Learning Outcomes Assessment (NILOA) on May 31. A review of applications will begin in early July.
- ✦ General Faculty Credentialing
  - House Bill 2504 deadline for Summer I is June 13. OPA has contacted department chairs to remind them. As part of this process, OPA has worked with multiple faculty members to assist with DigitalMeasures access and syllabus upload instructions.
  - Additionally, all summer courses have been loaded into the DigitalMeasures database.

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

- ✦ OPA staff participated in final interviews for the vacant Administrator position on June 6. An offer of employment has been extended to one of the final candidates as of June 7. We are anticipating a July 1 start date, although that has not been finalized.
- ✦ During our monthly staff meeting, OPA staff decided to participate in TTUPD safety training. Training will be offered to our staff in September.
- ✦ OPA is preparing for our 18-19 annual report. At our staff meeting, we discussed writing responsibilities and a general timeline for completion.