Institutional Effectiveness Weekly Report

![Texas Tech University logo]

TEXAS TECH UNIVERSITY

June 11, 2021

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.

Summer HB 2504 Update

Summer HB Compliance reporting for syllabi has been completed at this time. OPA followed our typical procedure of emailing Chairs and Deans, then delinquent instructors during the first week of classes, then instructors with Chairs Cc'd, and a final report will go out to Deans today with final reporting numbers and remaining faculty.

Each year OPA finds improvements and efficiencies with the HB2504 compliance process. This year was no exception, as the university shifted towards more distance solutions as a product of COVID-19. In particular, we noticed new section numbers implemented as distance labs, which would be excluded from HB2504 requirements. OPA is working with ADS, the Office of the Registrar, and departments across campus to ensure compliance for the correct courses.

Despite these issues, TTU saw unprecedented response to compliance requests, and after our initial email to instructors, the number of missing required syllabi dropped from 569 to just 56 across 18 departments. Chart 1 displays the comparison to compliance percentage and time of contact

Chart 1. 2020 and 2021 Comparison to Compliance Percentage and Time of Contact

Comparison to Compliance % and Time of Contact
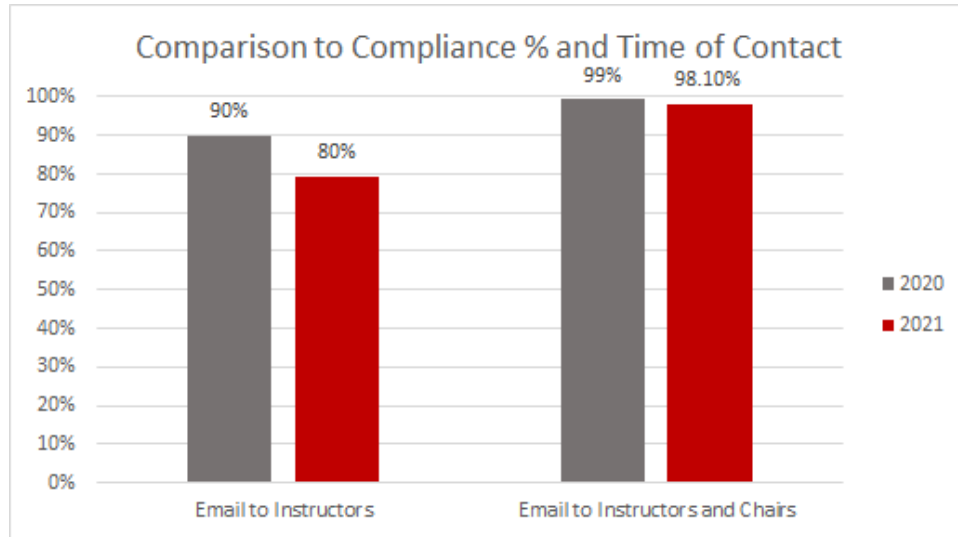
OPA has the following action items pending with DM to further improve this process ahead of major projects and the start of the 2022 Academic Year.

1) Complete the DM expansion project for graduates
2) Continue to support and collaborate with ADS on the new credentialing procedure
3) Update the Banner import to continuously update dynamic data, such as enrollments or faculty ranks
4) Collaborate with the Registrar to update imports and queries to appropriately report HB2504 compliance

An email will go out today, Friday, June 11th to Deans and Chairs to report final compliance and delinquent faculty.

Additional trainings are scheduled for the beginning of the Summer II term to assist faculty in record completion for compliance. These will be held as Team meetings during the week of July 5th with times TBD.

Chair Meeting Update

This week, OPA staff met with the Area of Finance and the Area of Management. Both departments received their annual PAR report, and they also received a new report that provides information specific to faculty credentials within their area. Area coordinators were asked to rectify these issues with individual faculty members. For example, some faculty members did not have their full academic credentials entered, and so we highlighted faculty who need to bolster their individual records. Next week, we will meet with the following departments: Journalism & Creative Media Industries, ISQS, Public Relations, Marketing & Supply Chain Management, Energy Commerce & Business Economics, and Professional Communication.

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

Annual Emergency Preparedness Meeting

On Wednesday, June 9, we held our annual all-staff emergency preparedness meeting. We discussed the building procedures specifically for the Administration Building, which are published on the Emergency Management website. Below is a screenshot of our meeting agenda.

Annual Report Published

OPA's Fall 2020-Spring 2021 annual report was published to our website this week. Our annual report features several highlights from the 2020-2021 academic year: submission of the Fifth Year Report, changes to the faculty annual report in Digital Measures, and update on TxAHEA activities, and the 2021 NSSE admin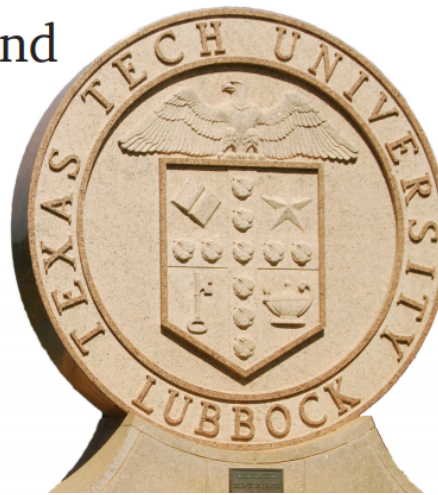istration. The report is located here: https://www.depts.ttu.edu/opa/assessments/annualreports/annual_reports/OPA_Annual_Report_2020.pdf

Figure 1. Screenshot of 2020-2021 Annual Report

Office of Planning and Assessment

Annual Report
Fall 2020 | Spring 2021

Outcome 3

The Office of Planning and Assessment will continually monitor the university's compliance with laws, policy statements, and policies deriving from the State of Texas, THECB, and SACSCOC.

Summary of TxAHEA EC Call

The TxAHEA Executive Committee held our June meeting to discuss conference status updates. We welcomed Dr. Dan Stroud from West Texas A&M University as our new Treasurer. We are excited for Dan to join us and the new perspective he will bring to the Executive Committee.

Kahlie gave an update on the hotel details, which included the set-up of the pre-conference workshop rooms, set-up of the conference rooms, sanitization stations, boxed lunch menus, and VIP amenities. This year, the conference evaluations will all be conducted electronically. OPA is going to work with IT on preparing five of our I-Pads to be used as another means for attendees to submit their evaluations. Kahlie and Bryson are working together to test the lapel microphones which were ordered for the virtual conference option. We are also selling conference t-shirts again this year and the artwork is now available on the registration site. The t-shirts are being sold for $15 each and will be available to be picked up the first day of the conference.

Overview of Anthology Conference Call

On June 8th, OPA staff met with Griffin Brock of Anthology for a demo of Anthology's Accreditation software, formerly Compliance Assist. This software is being considered to replace the use of iWebfolio for submission of TTU's reaffirmation of accreditation report in 2025. Below are the highlights from the call:

- Anthology Accreditation has templates for SACSCOC reports, such as the Fifth Year Report and the decennial reaffirmation pre-built into the software, saving the step of needing to build a portfolio to enter narratives.
- Document upload seems relatively intuitive. A single uploaded document can be linked in multiple locations, and users can then view all locations where a document is referenced in the standards. Documents can also be linked to specific pages while still providing the full document.
- Archived versions of standards are automatically saved and narratives can be reverted to previous versions if necessary.
- Responses can be "checked out" to limit changes to narratives.
- Users can email directly to the point person for a response requesting information.
- Four different access types can be provided to users: No access, read only access, contributor access, and administrator access. This would allow for OPA to provide contributor access to team leaders, and read only access to narrative reviewers, while retaining administrator access for OPA staff.
- Anthology has a full-service support team to assist with creating attractive charts/graphs and overall clean-up of the narratives. Online training videos are available and Anthology staff would provide an implementation and training specialist before getting started. An account could be up and running as quickly as 4-6 weeks after contract.
- Additional tabs can be created for follow-up reports such as a Focused Report, if needed, to keep all information in a central location.
- TTU already has a contract with Anthology through Student Affairs' use of Engage, formerly OrgSync, so processing a contract would be relatively straightforward.
- Griffin will create a quote for services based on OPA's needs from the software for us to present to Dr. James for consideration.
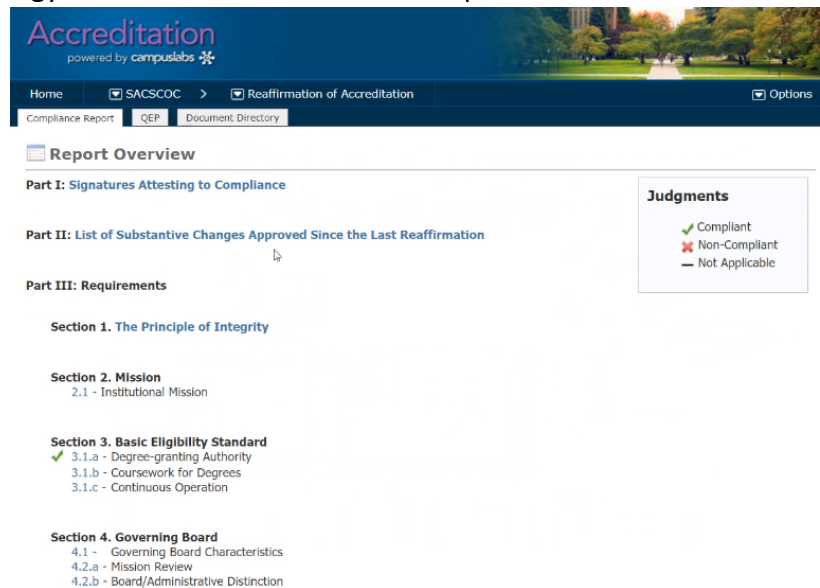
Figure 2. Anthology's Pre-Loaded Reaffirmation Report

Figure 3. Anthology's Narrative Example for Standard 8.2.a