



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

June 28, 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.



Meetings with Team Leaders

Our summer 2019 goal is to launch each individual Fifth-Year team. During the month of June, OPA staff held meetings with nearly all Fifth-Year Team Leaders. At this point in time, leaders are considering their team membership, and some have already convened their teams. We believe that we are on track to meet our first milestone, which is Draft 1, due January 31, 2020 to OPA.

	
Upcoming dates:	
<input type="checkbox"/>	January 31, 2020: First draft due
<input type="checkbox"/>	March 31, 2020: Feedback provided to team leaders
<input type="checkbox"/>	September 30, 2020: Second draft due
<input type="checkbox"/>	October 31, 2020: Final feedback provided to team leaders
<input type="checkbox"/>	December 11, 2020: Final draft due
<input type="checkbox"/>	January 15, 2021: Report finalized
<input type="checkbox"/>	March 15, 2021: Final report due

Fifth-Year Interim SACSCOC Standard	OPA Staff Support Member	TTU Team Leader	Status as of 06/28/19
<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>Hughes and Billingsley met on 6/20/19. Billingsley will compose an internal team of HR staff members to draft 5.4. Billingsley is going to ask executive leaders to update their vita as of 11/1/19. Updates will then be forwarded to Hughes, who will ensure that updates are uploaded to DigitalMeasures. Hughes will ask for a status update from Billingsley in early September.</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>Hughes met with Stewart on 6/17/19. A document was prepared for Dr. Stewart that recommended various team leaders based on campus responsibilities and area of expertise. Hughes will follow up with Stewart after the 4th of July holiday to ask for his final decision on team members.</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>Hughes met with Stewart on 6/17/19. A document was prepared for Dr. Stewart that recommended various team leaders based on campus responsibilities and area of expertise. Hughes will follow up with Stewart after the 4th of July holiday to ask for his final decision on team members.</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>Hughes met with Stewart on 6/17/19. A document was prepared for Dr. Stewart that recommended various team leaders based on campus responsibilities and area of expertise. Hughes will follow up</p>

			with Stewart after the 4 th of July holiday to ask for his final decision on team members.
<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 June 27 to recommend writing responsibilities for his team. P. Hughes has his first team meeting scheduled for July 17.</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>Update to be provided for July Special Report.</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</p>	<p>Craig Morton, Associate Director</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>Update to be provided for July Special Report.</p>

<p>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>10.2 (Public information)</p> <p>The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies.</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Garrett McKinnon, Managing Director</p>	<p>Hughes and 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.</p>
<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>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Garrett McKinnon, Managing Director</p>	<p>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.</p>
<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>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Ethan Logan, Associate Vice President</p>	<p>Hughes and Logan met on 6/24/19. Hughes provided the former admissions response to Logan (CS 3.4.3) and a draft invitation email message. Hughes also recommended Ms. Kelley Coleman for team membership. Additionally, discussion focused on how this response should include representatives from the Graduate School, International Affairs, the Law School, and Undergraduate Admissions. Hughes will follow up with Logan in early September for a status update.</p>

<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 student charges associated with verification of student identity.</p>	<p>Ashley Pruitt, Administrator</p>	<p>Dr. Justin Louder, Associate Vice Provost</p>	<p>Ashley met with Justin Louder, Clay Taylor, and Lindsey Haylee from the eLearning on 6/25/2019 at 2:00PM. Discussion focused on how this response should include a 'blurb' that possibly needs to be added to other standards to assure Distance Education requirements are met throughout. The team requested that they get a chance to review all submissions in January and provide additions as necessary. The team had no other questions or concerns at this time. Ashley will follow up with the team in early September for a status update.</p>
<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>	<p>Craig Morton, Associate Director</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>Update to be provided for July Special Report.</p>
<p>10.9 (Cooperative academic agreements)</p> <p>The institution ensures the quality and integrity of the work recorded when an institution transcribes 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>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Dr. Darryl James, Vice Provost</p>	<p>Hughes and James will prepare a plan for gathering these academic agreements into a central location.</p>

<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>	<p>Libby Spradlin, Lead Administrator</p>	<p>Dr. Cathy Duran, Vice Provost</p>	<p>In Libby's absence over the summer, Craig Morton is providing support. Craig reached out to Dr. Duran to provide assistance.</p>
<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>	<p>Libby Spradlin, Lead Administrator</p>	<p>Dr. Cathy Duran, Vice Provost</p>	<p>In Libby's absence over the summer, Craig Morton is providing support. Craig reached out to Dr. Duran to provide assistance.</p>
<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 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>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Shannon Crossland, Senior Director</p>	<p>Crossland submitted an outline of her response in mid-June. Feedback will be provided to Crossland in early July.</p>
<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>	<p>Craig Morton, Associate Director</p>	<p>Brandon Hennington, Managing Director</p>	<p>Update to be provided for July Special Report.</p>
<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>	<p>Craig Morton, Associate Director</p>	<p>Ronald Phillips, Chief Compliance Officer</p>	<p>Update to be provided for July Special Report.</p>
<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</p>	<p>Craig Morton, Associate Director</p> <p>Jennifer S. Hughes, Managing Director</p>	<p>OPA</p>	<p>OPA has a meeting scheduled for Wednesday, July 17 to discuss our internal plan for drafting 14.1.</p>

<p>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>			
<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>	<p>Ashley Pruitt, Administrator</p>	<p>Dr. Justin Louder, Associate Vice Provost</p>	<p>Ashley met with Justin Louder, Clay Taylor, and Lindsey Haylee from the eLearning on 6/25/2019 at 2:00PM. Discussion focused on how this response should include a 'blurb' that possibly needs to be added to other standards to assure Distance Education requirements are met throughout. The team requested that they get a chance to review all submissions in January and provide additions as necessary. The team had no other questions or concerns at this time. Ashley will follow up with the team in early September for a status update.</p>
<p>14.4 (Representation to other agencies)</p> <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>Craig Morton, Associate Director</p> <p>Jennifer S. Hughes, Managing Director</p>	<p>OPA</p>	<p>OPA's student assistant is currently gathering the addresses of our disciplinary accreditors, so that we can prepare notification letters accordingly.</p>