



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

July 5, 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

- OPA staff continue to lead SACSCOC Fifth-Year Team Leaders, and we are making progress on evidence gathering for CR 14.4.
 - 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.
 - Stewart sent several emails on 7/5/19 regarding team membership. Stewart has decided on a slate of team members for CR 6.1 and CR 6.2b. Hughes is monitoring email responses from prospective team members, and will schedule meetings for each team. Based on member availability, meetings will occur in late July and late August.
 - Pruitt met with Justin Louder, Clay Taylor, and Lindsey Haylee from TTU Worldwide eLearning on 6/25/19. Discussion focused on how distance education should be inculcated throughout the entire Fifth-Year portfolio. The eLearning 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.

- OPA is making steady progress on CR 14.4, which mandates that the institution represent itself accurately to all USDOE accrediting agencies. OPA’s student assistant is currently gathering the addresses of our disciplinary accreditors, so that we can prepare notification letters accordingly.

✦ Institutional Effectiveness

- The Fall 2019 University-level IE Committee meeting is scheduled for Monday, October 28 from 3:00 – 4:00. OPA will send a proposed meeting agenda to Dr. James well in advance of the October meeting.
- OPA is preparing a spreadsheet that lists the current status of all college-level peer reviews. This document will be available for Dr. James’ review in mid-July. The intent of this document is to encourage more accountability among the colleges. Ideally, this document will be shared by Dr. James to college representatives.
- OPA staff updated content on the Progress Portal webpage. Specifically, we revised and reorganized the main page content to better reflect our current IE processes. Additionally, OPA’s student assistant is developing a visually appealing banner image to add more aesthetic interest to the Progress Portal homepage. We will also be creating content to add to the IE Committee webpage, including posting committee member names, adding meeting agendas and minutes, and highlighting the committee’s accomplishments.

✦ Quality Enhancement Plan

- Hughes and Pare attended a meeting with Dr. Rachel Vasseur on Friday, June 28 to discuss coding qualitative data that resulted from a QEP assessment project. More information will be provided about OPA’s role in this analysis.

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 June 24, 2019	32	26	64	19	1	5
Week of July 1, 2019	31	29	28	8	2	0
As of Sept 1, 2018	1164	1055	1920	327	103	35

✦ Developmental Opportunities

- Hughes conducted meetings with several department chairs over the past two weeks. Meetings were convened with Mathematics & Statistics (6/24), Agricultural Education &

Communications (6/25), and Curriculum & Instruction (6/27). Morton conducted a meeting with Nutritional Sciences on 7/2.

- Hughes visited with Dr. Leslie Thompson on June 28 and provided Improve refresher training. Thompson is completing the Annual Assessment Report for Animal and Food Sciences. Hughes and Thompson agreed that Hughes will provide further training on actions for improvement in mid-July.
- OPA staff are drafting short articles to include in our 18-19 Annual Report. The Annual Report includes the following themes: 1) preparation for Fifth-Year Interim Report; 2) enhancements to the core curriculum reporting process; 3) TxAHEA professional development offerings; 3) adoption of new RaidersEngaged metrics; 4) 2018-2019 degree program assessment update; 5) success of OPA's Coffee Breaks, and 6) future professional development events to be offered in Fall 2019.

✦ Institutional Assessment

- The Outreach and Engagement Metrics Task Force developed a revised reporting plan over the spring 2019 semester. This plan was contingent on approval by Provost Galyean, Dr. Opperman, and TTU Information Technology (IT) staff. First, Dr. Opperman verified the new May reporting timeframe. Second, Provost Galyean approved the inclusion of Outreach and Engagement activities into Faculty Annual Reports. Third, on 7/3/19, TTU IT staff agreed to revise the Raiders Engaged instrument based on the task force's feedback.
- The Office of Outreach and Engagement completed their review of the Raiders Engaged report, and OPA staff are currently incorporating this feedback into the final report. This report will be published to the OPA website the week of July 8, 2019.
- The Office of Planning and Assessment is in the process of creating a comprehensive analysis of campus-wide assessment methods. This report will be referenced as evidence in the Fifth-Year Interim Report. A soft deadline of August 1st, 2019 has been set for the preliminary data to be reviewed.
- OPA staff are collaborating with Dr. Allie Smith (Honors College) to analyze data from the SURE III Survey that was created and distributed in late Spring 2019. In the future, we anticipate developing additional surveys to measure student success and program effectiveness.

✦ General Faculty Credentialing

- Every semester, OPA communicates HB2504 requirements to TTU faculty and staff. Syllabi are required to be uploaded by the 7th class day of the semester. After the deadline, OPA emails non-compliant Instructors of Record followed by a similar email to department chairs and associate deans. For Summer I, TTU is almost 100% compliant with only approximately 10 syllabi still needing to be loaded. OPA will reach out once more to these non-compliant faculty.

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.

✦ SACSCOC Updates

- SACSCOC released a number of documents throughout the month of June that are potentially significant. These documents are attached:

- Interpretation of Principles of Accreditation (Approved by SACSCOC Board of Trustees in June 2009 and revised in June 2019): Interpretation of Core Requirement 9.3 (*General education requirements*)
 - *“Courses in basic composition that do not contain a significant literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the **one** course designated to fulfill the humanities/fine arts requirement in CR 9.3. The institution is responsible for making a persuasive case that at least one of the courses it requires to meet the humanities/fine arts area does not “narrowly focus” on skills.”*

- Full-Time Faculty (Core Requirement 6.1 and Standard 6.2b): Guidelines
 - CR 6.1 expects an institution to (1) define full-time and part-time faculty; and (2) identify the expected role, responsibilities, and functions of full-time faculty, as well as addressing any work overloads.
 - Standard 6.2.b expects an institution to (1) define faculty oversight of its academic programs (beyond just broad areas such as *social sciences or humanities, or broad degree categories such as Associate in Arts or Bachelor of Science*) and academic processes; (2) describe the distribution/disaggregation of full-time and part-time faculty by academic program; (3) describe the responsibilities and functions of full-time faculty charged to support and ensure the quality and integrity of each academic program; and (4) provide persuasive evidence that the number of full-time faculty in each academic program is adequate to fulfill those responsibilities. Institutions committing such evidence to tables should use institutionally-generated tables/charts as appropriate in lieu of those formerly provided by SACSCOC.

- Reports Submitted for SACSCOC Review: Policy Statement
 - *Institutions accredited by SACSCOC are requested to submit various reports for review by an evaluation committee or the SACSCOC Board of Trustees. Those reports include:*
 - *Compliance Certification*
 - *Focused Report*
 - *Quality Enhancement Plan*
 - *Documentation for an Interim Off-Campus Instructional Site Committee Review*
 - *Documentation for a Substantive Change Committee Review*
 - *Fifth-Year Interim Report*
 - *Institutional Special Report*

- *Substantive Change Prospectus*
- *Response Report to the Visiting Committee*
- *Referral Report*
- *Follow-Up Report*
- *Monitoring Report*
- *When submitting a report, an institution should follow the directions below, keeping in mind that the report will be reviewed by a number of readers, most of whom will be unfamiliar with the institution. The institution should also comply with the appropriate deadline for submitting the report. These deadlines may be found either published on the SACSCOC website or in formal correspondence from SACSCOC staff. Documentation for review by an Accreditation Committee, an On-Site Reaffirmation Committee, an Interim Off-Campus Instructional Sites Committee, or a Substantive Change Committee authorized to visit the institution is due to the members of the Committee and to SACSCOC staff six weeks before the start of the visit.*
- Annual Report and Proceedings 2018

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

- ✦ OPA's student assistant, Julie Gee, attended an accessibility shortcourse offered by the ATLC. We are looking carefully at our internal webpages to ensure they meet accessibility guidelines. Additionally, we are monitoring our pages for gendered language and revising language accordingly.
- ✦ OPA's property certification was successfully completed and submitted ahead of the June 30 deadline. We submitted the certification on June 28.
- ✦ The Office of Planning and Assessment is happy to welcome Mr. Kenny Shatley to OPA. Kenny has worked at Texas Tech University for a number of years, but most recently worked in the Graduate School helping facilitate the Graduate Program Review process.