TEXAS TECH UNIVERSITY
Office *of the* Provost
Office *of* Planning & Assessment™

Institutional Effectiveness Weekly Report
August 9, 2019

The Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University's institutional effectiveness efforts and departmental objectives.

Texas Association for Higher Education
Assessment Conference

October 1 & 2, 2019
San Antonio, Texas
txahea.org

Texas Association of Higher Education Assessment (TxAHEA) Update

	May	June	July
Number of Individuals Registered	36	52	95
Number of Institutions Represented	21	26	41
Number of Sessions Confirmed	47	47	47
Number of Sponsors	1	2	4

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.

✦ Texas Higher Education Coordinating Board and State of Texas Reporting
  ▪ The Core Curriculum Report upload will occur on/around August 15, 2019. This report will also be distributed to the Core Curriculum Steering Committee and to the Office of the Provost by November.
✦ Quality Enhancement Plan
  ▪ OPA continues to assist with analyzing quantitative and qualitative data for the Study Abroad Pre-Travel Questionnaire.

OUTCOME 2: Texas Tech University faculty and staff will be well-prepared to meet OPA's faculty credentialing, assessment, and strategic plan expectations.

✦ Pending Dr. James' approval, the following email message will be sent to all Fifth Year Team Leaders on Monday, August 12.

Dear Team Leaders:

Happy August to all of you! Many of you are up-and-running, and we know that each team operates a bit differently. Wherever you are, we thank you for your commitment to this report!

I'm re-attaching Lindsay Hallowell's (Official Publications) OP analysis for you. As you start to get into the "nitty gritty" with your team, don't forget that this OP document can help you sort out operating policies.

And, one more thing…please send me a short summary (200-300 words) of your team's status by Friday, August 23. I'll send a calendar invite reminding you of this deadline.

All the best,
Jennifer

P.S. The next time you see Vicki, please give her a high five. She's serving on three teams!

✦ 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 Aug 5, 2019	11	13	21	9	2	0
As of Sept 1, 2018	1220	1090	2028	360	110	37

✦ This week, OPA staff have been hard at work to prepare for the October 1 academic and non-academic assessment reporting deadline. Below is some of the activity that has taken place:
  ▪ OPA has updated the Non-Academic Assessment Planning Guide to include how to address Follow-Up Statements in the assessment report (attached). This guide has also been updated on the OPA website and will be provided to non-academic directors to use as a resource.
  ▪ Degree programs which have a separate distance education account have been inactivated and program coordinators will be reminded not to report in these accounts going forwarded. Instead, degree programs will identify the program modality(ies) in

their existing Improve account. A how-to guide will be provided to program coordinators this fall and is also attached.

- OPA has cross-referenced the degree program coordinator lists for Nuventive Improve and DigitalMeasures to ensure the contacts are the same in both software platforms. Where there are discrepancies, OPA staff have reached out to department chairs.

✦ As OPA prepares for the 19-20 academic year, there are many activities, events, and deadlines that need immediate attention. OPA uses the Project List to manage yearly activities and to establish deadlines and provide updates on progress. Attached is the most recent revision of the Project List.

✦ As mentioned in a previous IE Weekly Report, the revised Outreach and Engagement Assessment has been approved. OPA met with the Office of Outreach and Engagement to discussion action steps for implementation. In addition to an assessment plan, revised metrics have been approved. Below are the revised metrics for the revised plan.

- Number of faculty and staff involved in TTU OES
  - This metric has changed from "number of hours faculty and staff were involved" to the "number of faculty involved." The number should be more reliable. Hours will still be asked but used as a supplemental metric. The number can be pulled from the final data set by identifying the number of individuals that reported as well as any reported TTU collaborators involved in a specific project.
- Number of outreach projects, programs, classes, and events provided for the community
  - This metric and the following metric were previously only one metric but have been separated to clearly distinguish outreach from engagement activity. This metric represents outreach as it reflects a one-way relationship with the university being the provider and the community being the recipient or beneficiary of a certain activity. This data will come from the final data set and rely heavily on the specific form of outreach and engagement that faculty identified via check-mark in DM.
- Number of engagement activities, projects, programs, or activities provided in partnership with the community
  - This metric represents either engagement or engaged scholarship activities and reflects all two-way (mutually beneficial, reciprocal) relationships between the university and the community. The data will be pulled and evaluated similarly to the previous metric.
- Number of external Outreach and Engagement partnerships
  - This metric and the next one are related. The data in this metric will express how many total partnerships exist across campus, allowing for duplication of individual partner entities.
- Number of external Outreach and Engagement partners
  - This metric would be a smaller number but demonstrate how many unique partners TTU works with in its outreach or engagement activities.
- Number of non-TTU attendees and participants in TTU Outreach and Engagement activities
  - This metric stays the same and faces many of the same validity and reliability concerns as in previous years, but it will remain as is.
- Number of K-12 schools participating in TTU Outreach and Engagement activities

- This metric has changed from "number of students and teachers" to "number of schools" to allow for more realistic data that can be validated more easily. The challenge will be to make sure that individual schools, not simply whole school districts or entire states are identified.
- Number of faculty receiving awards for excellence in Outreach and Engagement
  - This metric has been altered from nationally recognized awards to awards for excellence. It will still include nationally recognized awards but will also consider institutional and college level awards. This data will be gathered and provided by the Office of University Outreach and Engagement which will be responsible for ensuring quality in reporting.
- Number of students participating in High Impact Practices.
  - This metric has changed from "number of service learning courses" to a broader and more inclusive metric that aligns with institutional priorities. Until there is an established uniform definition and mechanism for identifying High Impact Practices, this metric will continue to consider only service learning courses and report the number of students enrolled in these courses. This number is reported separately as well.
- Number of publications, presentations, performances, and other peer-reviewed scholarly products resulting from TTU Outreach and Engagement activities.
  - This number will be pulled from DigitalMeasures and will represent specific scholarly engagement activities.
- Total external funding received from Outreach and Engagement activities
  - Under the new process, Cayuse data will be loaded regularly and as faculty identify projects as outreach and engagement related, we will be able to link data from externally funded sources to identified projects. Previously, the data was self-reported and likely unreliable. In addition to grant funding, it also included other types of revenue from certain activities. Starting with the revised assessment plan, we will include only grant funding from the Cayuse database which would be reported by the Office of Research Services (ORS). Eventually, we would like to see Cayuse have the ability to ask faculty to specify upfront on the ORS routing sheet whether their grant funding is tied to an outreach or engagement project. One other official source that we will use for determining external funding received is fee revenue from any TTU non-credit activities processed via the Indico event management system at eLearning.
- General Faculty Credentialing
  - We have received a preliminary list of new faculty hires for AY2020, but this list did not have R#'s or email addresses. Kyra Duffey will locate R#'s and email addresses using FootPrints, so that we can contact new hires in advance of Monday, August 19th (the Monday before Faculty are on duty).
  - HB2504 update – We are lacking one syllabus after our final email to faculty, chairs, and deans. (Mechanical Engineering)

HB 2504 Compliance
Summer II 2019
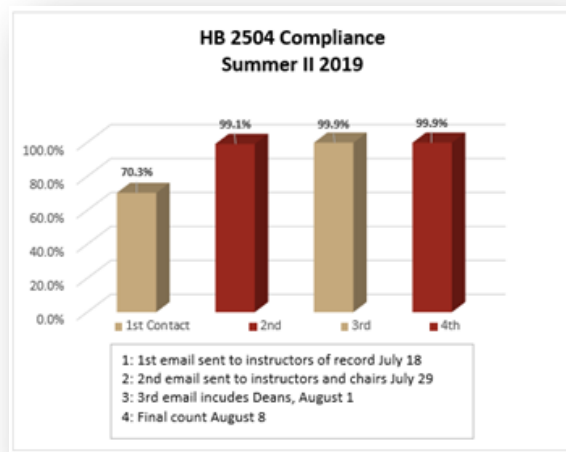
- OPA has been charged with researching the viability of leveraging faculty DigitalMeasures accounts to enhance Tenure and Promotion procedures and documentation. DigitalMeasures houses an extensive amount of faculty activity and has the capacity to report this activity in multiple ways and over varying date ranges. DigitalMeasures can also facilitate a level of work flow that could streamline certain aspects of the T&P process. This is a long-term project with short-term deadlines for completion. The initial completion deadline is to provide mock reports that provide the information required in TTU Operating Policy 32.01.

Comments for Dr. James' Consideration – Developing Dossier Reports in DM

- *Document handling is entirely possible with DM.* Workflow was included in discussion as a potential means of more efficient routing and document management. By utilizing this process, we would remove the potential of documents being stored in a non-standardized fashion, either on private networks from department to department, on an individual's PC, or in worst case scenarios, not kept at all. We are looking into where these documents may otherwise be kept, such as HR, but other solutions within DM may also be useful.
- *Report collection is entirely possible with DM.*
  - Faculty are able to run reports that would encompass the required components of their 3rd year dossier from DM. At this time, it *appears* that this is done ad hoc at the department level.
  - DM has document handling areas where users can upload documents, but over time, this could get overloaded with unnecessary documents that may or may not be a part of the P&T process.
  - Chairs can similarly use the document handling screens to upload finalized packets for 3rd year review, P&T and Post-tenure review.
  - Chairs would have to upload these reports for all faculty, and may get easily bogged down with clerical uploads.
  - Routing of documents within DM is not viable in the current DM environment. Emailing documents or using cloud-based systems for review and comments is still going to be a part of this process until a new solution is found.

- *Recommendations:*
  - Given the aforementioned considerations, one solution would be to create a series of new reports with date parameters that could be utilized for multiple purposes as a P&T premade report. This would allow us to set the standard parameters university-wide. We would, of course, work with departments and colleges to customize what fields are queried from DM. Generally speaking, querying all faculty activity data is easy to do and likely would be easy *and* efficient for these purposes.
  - With the creation of these reports, the expectation would be that a faculty member would be able to generate her own report that has all P&T components, including any documents they have uploaded as appendices, but it would also give faculty the ability to run the report and create their own pdf with appendices if they want to work outside of the DM environment. Upon completion, Chairs can gather ballots, comments, or other documentation and upload them to the (not yet created) P&T section of DM, where Chairs/Deans could run a report per department or college or university-wide that would have all steps of P&T for both accountability purposes and archival purposes.
  - If OPA were to implement this plan, an additional security role would be necessary, similar to how we have an HB2504-specific role. A specific P&T role would be helpful to reduce the strain on chairs, and allow clerical work to be done at their behest.

- Meetings regarding the Transcript Transition have been ongoing with an expected completion in early September.
- New Faculty Orientation handouts have been updated to be a quick reference page with helpful resources.
- OPA met with DigitalMeasures (Watermark) to discuss a number of issues:
  - Google Scholars direct integration is not on the DM roadmap. It is too costly without enough ROI.
  - Annual Rollover of Data is scheduled for 9/1. Laurisa trained Kenny on how to complete this task, and it will be completed 9/1.
  - Duplicate authors is an issue that we have been working to solve. Unfortunately, the way data is stored makes this difficult to automatically fix. Making the publication title a required field is the first step to solving the issue, but for the foreseeable future, the best way of parsing duplicate authors is to run two reports and cross-reference.
  - Branching Logic Discussion
    - Any college-, department-, or discipline-specific reports are only visible to people within those areas, despite how administrative DM users can see all of them.
    - Branch logic within screens is not on the DM roadmap, but it is something that has an obvious and known value for DM users across the country, not just TTU. While it is unexpected to be available any time soon, it is on their radar.

- Work Requests

Request #	Date Opened	Title	Status
186	7/8/2019	Spring 2019 F2F Course Evaluations	7-8: Pending, expected completion 7-22
187	7/18/2019	Intellectual Contribution Screen Revision	Please make the Title of Contribution section mandatory.
188	7/18/2019	Update to Intellectual Property Screen	Please update the Patent Types to reflect the attachment. We would like to add a delineation for Licensed or Unlicensed patents. (Change to drop-down menu which includes Licensed Y/N)
189	7/18/2019	Personal & Contact Information Update	We would like to add a text field just above the link "Click here to request a name change" entitled ORCID: We would like a note to accompany this new field that says, "Please update your ORCID to have a TTU Affiliation if you have not already done so." This could either pop up on screen after selecting the box, be a mouse-hover notification, or a Help button. Whichever works for you all! Cannot be completed
190	7/18/2019	Mandatory Field Change on Fellowships, Scholarships, and Awards Screen	We would like to make the two drop-down selections, Purpose and Scope, to be mandatory fields.
191	7/22/2019	Spring DE Course Evaluations	Field "USERNAME" validated as Digital Measures username. Screen name: Scheduled Teaching * Update existing records using the content in the file. Additional Notes: Please keep any permissions set to their defaults. This is one of a few different uploads for Spring. As a test run I wanted to try this out, and will upload more if this is correctly formatted. Thank you!
192	7/25/2019	Spring First 3 Course Evaluation Qs for Distance Ed Upload	Pending: No changes to permissions.
193	7/25/2019	Spring (2/2) Course Evaluations for Distance Ed Upload	Pending: Will need to edit spreadsheet. Must check Instant Import for discrepancies prior to submitting a work order request to clean the document.
194	8/2/2019	User Data Transfer	Dr. Larry Williams was recently hired at TTU. He will be coming from the University of Nebraska - Lincoln. We would like to transfer his already-stored DM information to his new account if

			possible. Username in DM for TTU is: R11656795. Thanks!
195	8/2/2019	Remove External Link & Instructions to Various Screens	Please remove the text with link below the dropdown box on the following screens. There is a drop-down box asking if the scholarly work involved engaged scholarship. The text should be removed after the major pending work request (entitled "Changes to Outreach and Engagement" with a projected completion date of 8/12) is completed. The text to remove says, "If "Yes", then: Please provide additional details for TTU's "Raiders Engaged" assessment of Outreach and Engagement activities at the following link: https://appserv.itts.ttu.edu/raidersengaged. (Note: Data reported in Raiders Engaged will be automatically uploaded into the "Outreach and Engagement" section of DigitalMeasures.)" This text is on the following screens: Artistic and Professional Performance and Exhibitions Contracts, Grants, and Sponsored Research Presentations Non-Sponsored Research I believe these are the only screens, but if it is elsewhere, it should be removed.

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.

- ✦ THECB Updates
  - ▪ The THECB has released the new Work-Study Mentorship Program Guidelines for FY2020. The report can be found on the THECB website at http://www.thecb.state.tx.us/reports/RecentReports.cfm. "The Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship Program (WSMP) Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 19 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program."

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Name	Division/ Department	Date Released	Formats
Work-Study Mentorship Program (WSMP) Guidelines Fy 2020	**Financial Services** Student Financial Aid Programs	8/08/2019	(PDF)
Formula Advisory Committee - HRI Agenda Materials August 2019 Workbook 4	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(XLS)
Formula Advisory Committee - HRI Agenda Materials August 2019 Workbook 3	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(XLS)
Formula Advisory Committee - HRI Agenda Materials August 2019 Workbook 2	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(XLS)
Formula Advisory Committee - HRI Agenda Materials August 2019 Workbook 1	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(XLS)
Formula Advisory Committee - HRI Agenda Materials August 2019 Document 2	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(PDF)
Formula Advisory Committee - HRI Agenda Materials August 2019 Document 1	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(PDF)
Formula Advisory Committee - HRI Agenda Materials August 2019	**Strategic Planning and Funding** Strategic Planning	8/08/2019	(PDF)
Emergency and Trauma Care Education Partnership Program Nursing Request for Application 2020-2021	**Academic Quality and Workforce** Academic Quality	8/06/2019	(PDF)
Emergency and Trauma Care Education Partnership Program Notice of Intent Form Nursing 2020	**Academic Quality and Workforce** Academic Quality	8/06/2019	(PDF)