TEXAS TECH UNIVERSITY
Office *of the* Provost

Office *of* Planning & Assessment™

Institutional Effectiveness Weekly Report
August 16, 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

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 data continues to be cleaned and organized in anticipation of the report's upload 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.

✦ OPA is working with Nuventive Improve technical support to create a report that lists degree program coordinators by department and college. This report will be helpful supplementary documentation for the Fifth-Year Report but will also serve as an internal document to ensure we are maintaining accurate lists of program coordinators.

✦ This week, OPA staff reached out to the non-academic directors regarding the upcoming October 1 assessment deadline. A copy of the emails sent to administrative units and

academic/student support units is included in this report. OPA provided a reminder of what is required to submit in this year's assessment report as well as helpful resources to assist the directors in their assessment planning. OPA will continue to be in touch throughout the next several weeks to offer assistance as needed.

Academic/Student Continuous Improvement Reporting Deadline Information

Spradlin, Libby

⤺ Reply   ⤻ Reply All   → Forward   •••

To   Mcconnel, Pat; Thornton, Kimberly; Gregory, Matt; Justyna, Erin; Rodriguez, Kirk; Betzold, Michael; Green, Jawana; Massengale, Elizabeth; Kiser, Michelle; Lenox, Richard; Phillippe, Larry; Gunn, Micheal; Mccauley, Juli; Stangl, Jill; Barron, Joshua; Burns, Dan; +9 others

Thu 8/15/2019 2:01 PM

Cc   Hughes, Jennifer S; Duran, Cathy; Hughes, Jennifer S; Meredith, Kent

📄 Non-Academic Assessment Guide.pdf ⌄
159 KB

Good afternoon!

I hope you have all had a relaxing summer. I wanted to provide some resources and information regarding your upcoming Continuous Improvement Assessment Reports. Hopefully this email will assist in making the reporting process relatively painless this year.

As a reminder, all Continuous Improvement reports are due in Nuventive Improve by October 1. This deadline remains the same every year. As part of your assessment report, you will submit in Nuventive Improve:

- Assessment results for the 2018-2019 academic year
- Actions for improvement to take place during the 2019-2020 academic year
- Follow-ups to actions for improvement from the previous assessment cycle (2017-2018 actions for improvement)
- Any revisions to operational outcomes or assessment methods, if applicable
- Updates to operational outcomes mapping with the University Strategic Plan (under the Mapping tab)
- Please also take a minute to double check your contact information under Account Information > General Information and also provide your department's mission statement.

Our office has offered a few refresher training opportunities this summer but if you were unable to attend, we will have another round scheduled in September. We also have numerous online resources available to help you out. Our website has brief, helpful videos to walk you through some of the basics of reporting at: https://www.depts.ttu.edu/opa/nuventive/index.php. The Nuventive Improve Manual is also available online and an updated Non-Academic Assessment Planning Guide is attached for your convenience.

Again, the Office of Planning and Assessment is here to support you in the reporting process and clarify any questions you may have. Please let me know what assistance I can be of to you over the next several weeks.

Thanks for all your help!
Libby

Libby Spradlin, M.Ed.
Lead Administrator, Degree Program and Non-Academic Assessment
Texas Tech University I Office of Planning and Assessment
237 Administration Building I Mail Stop 5070 I Lubbock, TX 79409-5070
806.834.2428 I libby.spradlin@ttu.edu I http://www.depts.ttu.edu/opa/

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Administrative Continuous Improvement Reporting Deadline Information

**Spradlin, Libby**

↩ Reply ↩ Reply All → Forward ···

To ● Martin, Bradley; ● Adling, Jennifer; ● Blakney, Christine; ● Childers, Sean; ● Akins, Landon; ● Billingsley, Jodie; ● Ng, Yung; ● Hansard, Jamie;
     ● Brown, Bobbie; ● Cook, Chris; ● Imes, Meredith; ○ Crouch, Eric; ● Meredith, Kent

Cc ● Hughes, Jennifer S

Thu 8/15/2019 1:54 PM

📄 Non-Academic Assessment Guide.pdf ⌄
    159 KB

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As a reminder, all Continuous Improvement reports are due in Nuventive Improve by October 1. This deadline remains the same every year.

Remember, due to the revision of SACSCOC standards, administrative departments are no longer responsible for submitting the full assessment report. As part of your assessment report, you will submit in Nuventive Improve:

- Assessment results for the 2018-2019 academic year
- Any revisions to operational outcomes, if applicable
- Updates to operational outcomes mapping with the University Strategic Plan (under the Mapping tab)
- Please also take a minute to double check your contact information under Account Information > General Information and also provide your department's mission statement.

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✦ OPA is currently cross-referencing the THECB Program Inventory with the TTU degree program inventory to locate and rectify any inconsistencies in preparation for the Fifth-Year Report. Once all inconsistencies are noted, OPA will contact the necessary individuals for assistance in correcting information.

✦ OPA staff met this week to select the Fall 2019 Assessment Spotlight. Dr. Angela Lumpkin was selected to receive this honor, and the following email was sent to Dr. Lumpkin:
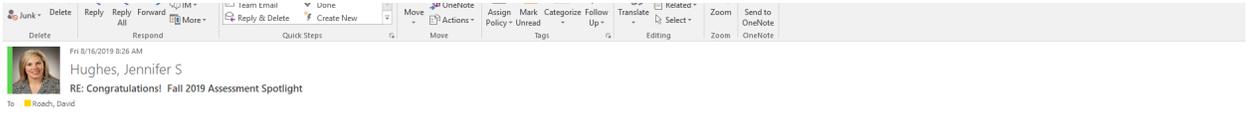
From: Hughes, Jennifer S
Sent: Thursday, August 15, 2019 9:51 AM
To: Lumpkin, Angela <Angela.Lumpkin@ttu.edu>
Cc: Roach, David <David.Roach@ttu.edu>; James, Darryl <Darryl.James@ttu.edu>; Spradlin, Libby <Libby.Spradlin@ttu.edu>; Shatley, Kenny <Kenny.Shatley@ttu.edu>; Pruitt, Ashley <Ashley.Pruitt@ttu.edu>; Callison, Kahlie <Kahlie.Callison@ttu.edu>
Subject: Congratulations! Fall 2019 Assessment Spotlight

Dear Dr. Lumpkin:

On behalf of our office, we are pleased to honor you as our Fall 2019 Assessment Spotlight recipient. We applaud you for your responsiveness to our office's assessment feedback, and we all acknowledge your commitment to improving student learning in all KSM degree programs. We considered many other academic leaders across campus, but we especially note your insistence on the highest of standards in your department's assessment methods, results, and analysis.

I am copying in Drs. Roach and James on this message, so they're aware of your commitment to continuous improvement. To see last year's recipient, please see this link: http://www.depts.ttu.edu/opa/spotlight/opaspotlight.php

Libby Spradlin will contact you in early September for further arrangements. We'd like to honor you in-person at one of our Fall Coffee Breaks, as well as on our website. Congratulations!

Kind regards,
Jennifer

Jennifer Shaulis-Hughes, Ph.D.
President, Texas Association for Higher Education Assessment (TxAHEA)
Managing Director
Office of Planning & Assessment
Texas Tech University
(806) 742-1505
Jennifer.s.hughes@ttu.edu

- ✦ General Faculty Credentialing
  - ✦ HB 2504 final count is over 99%. Only one course syllabus is missing.
  - ✦ In anticipation of next week's New Faculty Orientation (NFO), a new faculty handout was prepared. The handout is intended to be a quick reference for uploading syllabi to DigitalMeasures to accompany business cards and route new faculty to OPA's HB2504 website (see document on page 5.

UPLOADING SYLLABI TO DIGITAL MEASURES
with 9 easy steps

DigitalMeasures Login
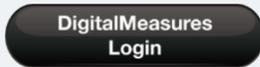
Login to Digital Measures from the OPA website:

www.depts.ttu.edu/opa

< Scheduled Teaching *

Item

Fall TTU 2017
Principles of Physics I
PHYS 1100, Section 003

Spring TTU 2016
Principles of Physics I
PHYS 1100, Section 013

Fall TTU 2015
Senior Capstone
AGED 4999, Section 01

Under "Teaching" select "Scheduled Teaching"

Choose your course for this term

Course Syllabus (Non-Scanned PDF file only)

No File Stored   Choose File...

Locate the .pdf syllabus on your computer
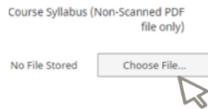
Select "Choose File"

Scroll to the bottom of the "Edit Scheduled Teaching" screen

File name: My PDF Syllabus
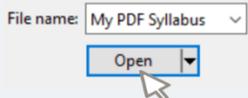
Open

Choose the file and click "Open"
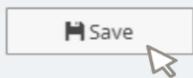
Save

Click "Save" at the top of this screen

Repeat for additional courses and at the start of each term

- In addition to general NFO, Hughes and Shatley will attend orientation in the Department of Classics and Modern Languages & Literatures.
- A template has been developed for the 18-hour rule for teaching experience and the transcript process. Upon approval, this will be converted to a form-fillable PDF and distributed to departments for immediate implementation into the credentialing process. This form is attached to the email for Dr. James' approval.
- Additional processes have been implemented into the transcript process as it has transitioned to Te'Ree. In particular, a spreadsheet has been created for improved monitoring between the Office of the Provost and the Office of Planning & Assessment. This will allow OPA to identify any Digital Measures issues (such as non-existent DM accounts for new faculty or missing education profiles for existing accounts).
- The College of Business has requested an upload of recent publications for their faculty that will include web links to sources for published articles. The work request is currently pending.
- Changes to Outreach and Engagement have been completed. There is now a larger category that separates this section of DM out for a more appropriate categorization. Other updates are pending, including updating the drop-down relating to Outreach and Engagement to differentiate between Outreach, Engagement, and Engaged Scholarship.

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."