

Institutional Effectiveness Weekly Report



TEXAS TECH UNIVERSITY

September 17, 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.

Communication Literacy Update

OPA has disseminated a Qualtrics survey to current faculty who teach Communication Literacy (CL) courses. OPA staff gathered faculty contact information via Banner over the past two weeks so that we have a current and accurate list of teaching faculty. We intend to ask faculty to describe how they currently assess their CL courses. For compliance with Standard 8.2.b, SACSCOC requires that we provide a justification for why assessment methods are appropriate for “collegiate-level general education competencies of its undergraduate degree programs.” Therefore, one of the survey items also asks faculty to provide a brief justification statement for each assessment method. **On the next page is a screenshot of the CL survey:**

Default Question Block

Q4
Dear Faculty Member: The Office of Planning and Assessment is working to identify how Communication Literacy is assessed across the university. We would kindly request your completion of this survey, which should only take 5-10 minutes per course.

----- Page Break -----

Q5
Please provide your full name and TTU email address. iQ *

* Full Name:

* TTU Email:

+ Add page break

Q7
Please provide which college and department you belong to as a faculty member. iQ *

* College:

* Department:

----- Page Break -----

Q3
Please select the Communication Literacy course that you teach. If your course is not included in the drop down boxes, it is not considered a Communication Literacy course. *

Department Abbreviation

Course Number and Title

Q8
Please include your section number(s) for this course that you teach. iQ *

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HB 2504 Update

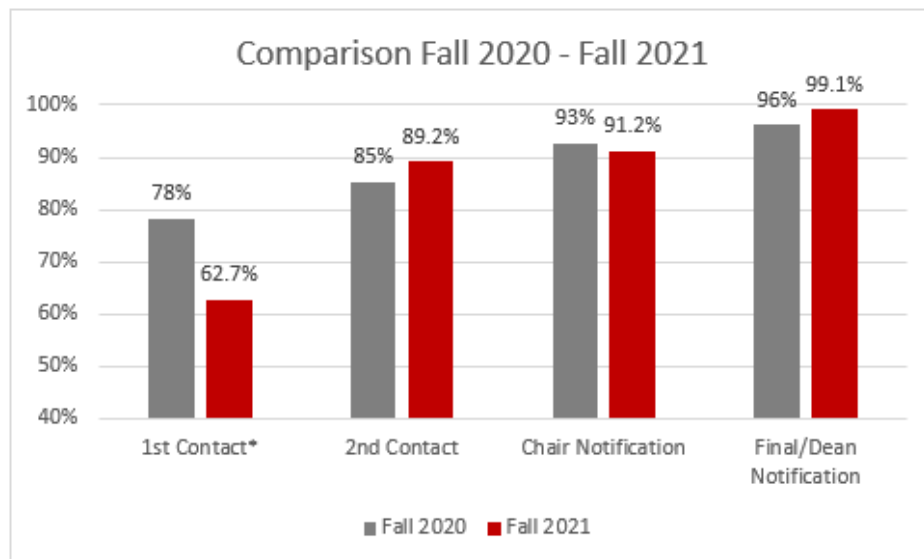
This year's HB 2504 deadline was set for August 31st. OPA sent email contacts during the first week of classes, but we altered our communication to address some of the issues that affected fall terms. These issues are typically caused by a hire date that begins later than the start of classes. This happens often for Fall terms, due to the truncated schedule and proximity to the fiscal year. This internal functional issue drastically affects our ability to contact faculty: if they are not yet in Banner, they will not be in DM. If they are not yet in Banner, they also do not yet have an official TTU email. This issue unfortunately then prevents an email from being sent for non-compliance.

Aside from the functional issues that we faced this term, there were also updates and work requests required to keep the system running. The first issue is that our import query had been

altered and the course-deletion procedure was affected. We had 1800 course section deletions when this process was corrected.

During this time, the School for Veterinary Medicine was kicking off their first courses. OPA worked diligently with SVM to develop processes and procedures and to train their administrative faculty for typical DM procedures. Right before the start of term, we identified an issue with the SVM courses. Digital Measures is presently designed to identify specific course attributes based on Term, Year, Subject, Number, and Section. However, Digital Measures was previously designed for TTU terms and TTU Law terms. We did not anticipate that SVM would also add the TTU VS term identifiers. We were able to rectify this issue, and we saw courses upload seamlessly from that point.

Regarding syllabi compliance, OPA sent 4 reminders this year, first to Chairs and Deans, then to faculty missing syllabi, then to Chairs and faculty, and finally to Deans. During the first full week of September, OPA sent a final reminder to chairs and instructors about missing syllabi and at the end of the week, we emailed Deans with a list of users still missing their syllabi. We were very pleased with the number of responses, both from faculty who updated their information and from Deans and Chairs who continue to get these turned in. At this point, the final missing syllabus count is 82 out of over 9000 sections, representing 99% compliance:



*1st Contact included erroneously high course count, which inflated missing syllabus count. Judging by the removal of 1800 sections, this number is closer to 83%

OPA communicated to Deans and Chairs that compliance reports will be generated and disbursed later in September. We expect these reports will largely be populated with new faculty and instructors, due to the chair meetings and credentials discussions over the summer, where we rectified faculty rosters and communicated existing credentials issues.

Professional Development Sessions Offered to Faculty This Week

This week, OPA offered multiple professional development opportunities. Kenny Shatley presented our first OPA Learning Series session titled "A CV CYA 4 HB 2504 & AFRs in DM" which walked faculty through the process of managing HB 2504 compliance requirements. This includes syllabi upload, CV completion, and entering professional experience as well as revisions for the Spring 2022 AFRs. This session had 10 faculty in attendance.

Kenny also attended the Architecture faculty meeting to discuss CV and HB 2504 requirements specific to the College. This training had 33 participants both in person and via Zoom.

Kara Page offered daily Nuventive Improve trainings over the lunch hour to ensure faculty and staff are familiar with requirements for submitting their annual program assessment reports. In total, the sessions had 15-20 participants. Kara has also been conducting individual and group trainings as requested by faculty and staff.

OPA Participated in HR Communication Training

OPA staff participated in an office HR communication training on September 10th with Stephanie West. This training provided a questionnaire for each individual to answer and receive a communication type, ranging from otter, owl, lion, or golden retriever. OPA has two golden retrievers, two lions, an otter, and an owl in the office. This training was useful as it identified strengths and areas for growth for each communication type and provided examples for how we can capitalize on each type to ensure we are an office that communicates effectively and works collaboratively. OPA will continue to seek opportunities for team building where necessary.

September Back to School Blog Post

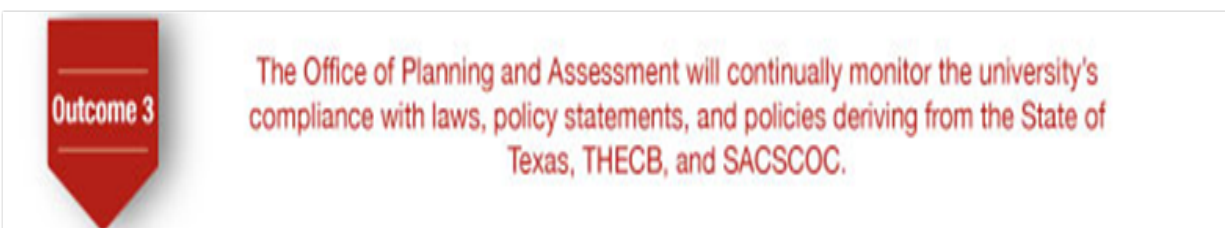
OPA staff has resumed the monthly blog post on our departmental website, having taken a break during Summer 2021. Below is a screenshot from the actual document.

September 2021 OPA Blog Post

Welcome back to campus! We know that this is certainly an unprecedented time in our nation and world. Here in OPA, we're happy to see faculty back on campus and we look forward to meeting with you face-to-face and/or online. I wanted to take a moment to remind you of three important information items from our office:

First, October 1 2021 remains the same deadline date to submit your [Fall](#) 2020-Spring 2021 assessment report. You will submit this assessment report in Nuventive Improve, just as you've always done. Don't forget to include actions for improvement and follow-up statements! Now is the time to be thinking about these reflection pieces.

Second, SACSCOC requires that institutions submit a Quality Enhancement Plan (QEP) every five years. OPA will soon launch an initiative to define the new QEP, which will begin in 2025. Texas Tech successfully completed two QEPs: "Do the Right Thing: A Conversation on Ethics" from 2005-2010 and "Communicating in a Global Society" 2015-2020. We will begin surveying campus constituents to help identify the next QEP topic.



TxAHEA Update

We are now about one week away from our 2021 TxAHEA conference. We have received many emails from presenters explaining how excited they are to present in person and network with colleagues. We have sent the program to the printers, the food menu has been picked out, t-shirts have been ordered, and the schedules have been finalized. We are currently working out all the final details with the room set ups to ensure the attendees can maintain safe distance from each other. We have also ordered Lysol spray which the facilitator will use to spray down all the tables, chairs, and microphones after every presentation. We want to ensure our attendees feel safe and we are taking all precautions necessary.