



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

October 25, 2019

Special Report

Preparation for SACSCOC Fifth-Year Report

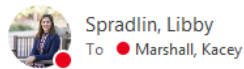


Update on Faculty Peer Review Process (8.2.a)

OPA staff have been working on a new plan for the degree program review process which will involve recruiting faculty members at TTU to participate in a faculty peer review for all degree programs. There are approximately 250 degree program assessment plans that are submitted annually and evaluated by OPA staff using the Program Assessment Rubric (PAR). Each degree program will be reviewed by two faculty members with OPA staff serving as a third reviewer to ensure accuracy of scores. OPA plans to recruit 15 faculty members to review 30-35 degree programs each. Faculty reviewers will also be compensated for their participation with a \$1,200 stipend.

OPA has approached the Assessment Liaison Committee and the University-Level IE Committee for volunteers and will next reach out to individual colleges, if necessary. The below email was distributed to both assessment committees. We anticipate review of an individual program will take approximately 15 minutes, making the time commitment approximately 8 hours per person. OPA will also provide a 90-minute training on how to read 4-column reports, evaluate assessment plans, and score programs using the rubric prior to assigning programs to reviewers. This training will take place in January 2020 and reviewers will have through February 28th to complete their evaluations.

RE: Assessment Liaison Committee Request



Tue 10/15/2019 9:39 AM

Hi all,

Happy Friday! As part of the Assessment Liaison Committee, I wanted to reach out to you with an opportunity to participate in our office's degree program peer review evaluation process.

As you all are aware, OPA evaluates each degree program on campus annually using the Program Assessment Rubric (PAR) and provides an analysis of results along with feedback to degree programs to assist them with their assessment practices. We have reached the point where we are ready to turn this into a peer review process, which is where you all come in.

Our office is seeking 15 faculty members who are willing to review approximately 30 degree programs each. Each faculty member will be compensated for their time with a \$1,200 stipend.

We anticipate review of an individual program will take approximately 15 minutes, making the total time commitment approximately 8-9 hours per person. OPA will also provide a mandatory 90-minute training on how to read 4-column reports, evaluate assessment plans, and score programs using the rubric prior to assigning programs to reviewers.

If you are interested in participating in this opportunity, please let me know by November 1, 2019.

Thanks so much!
Libby

Update on Faculty Credentialing Issues (6.2.a)

Scholarly databases update:

University Libraries keeps a list of scholarly databases that the TTU Library subscribes to here: <http://texastech-ml.hosted.exlibrisgroup.com/V/?func=find-db-1>. This list identifies most of the databases that we utilize as a University. Interestingly, only three major companies own most of the journal market: Elsevier, Springer, and Wiley-Blackwell. Potentially, we can focus on these three **companies** rather than specific journals or networks of journals, to most strategically benefit automatic integrations.

RCOBA:

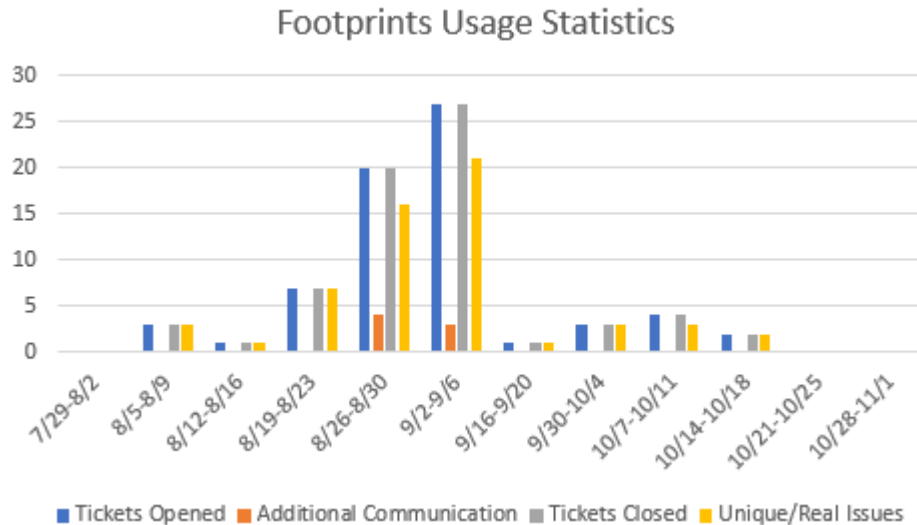
- Rinaldo forwarded over an updated spreadsheet for upload into DM. We have also spoken with DM to be sure that such an upload can be managed. We should be able to update the previous academic year for corrected data, and agreement for accurate data between DM and Banner. OPA is currently waiting for an updated spreadsheet from Rinaldo that omitted necessary data for the upload. Processing time from DM would likely place completion of the upload into mid-November, but with AACSB reporting being in the Spring, we will have all data completed well in advance.
- We are still troubleshooting the reason why courses are not updated appropriately, but we hope these issues will continue to decline as we identify the root causes of inaccurate data.

Footprints Usage Statistics:

- In order to understand the ebbs and flow of DM troubleshooting, Kyra Duffey (OPA's student assistant) has been analyzing our office's Footprints issues by week. The overall goal is to see fewer tickets opened at the beginning of the school year. We increase "tickets opened" drastically immediately following the first email blast of HB2504 syllabi compliance, and then tickets drop off throughout the year. This analysis will allow us to more strategically solve these issues beforehand (such as by meeting new faculty sooner or setting up college/departmental meetings with new faculty more aggressively). This may also let us know about issues that

cause upticks in tickets opened surrounding other email communication, or perhaps for major reporting time periods.

- We predict that into November, we may have more tickets opened regarding uploads of data or entering intellectual contributions. We have already held trainings with pre-3rd year faculty in multiple colleges, and have 3 trainings already scheduled for Library, College of Education, and other non-academic departments.



Message to Team Leaders

An email message to all team leaders was distributed on October 22. The intent of this message was to encourage leaders to share information about the Fifth Year Report with their internal staff.

From: "Hughes, Jennifer S" <Jennifer.S.Hughes@ttu.edu>
Date: Tuesday, October 22, 2019 at 11:25 AM
Subject: October Information for SACSCOC Team Leaders

Hello, Team Leaders.

I'd like to ask each of you to start "spreading the word" about the university's upcoming Fifth Year Report! Where possible, please share some of these talking points at an upcoming internal staff meeting. If you're lucky enough to get the ear of a Dean, please share these points with them, too. I'd like to strike a balance between folks feeling informed about our Fifth Year Report preparation, but also not feeling overly information-saturated.

I feel good about our progress thus far, and I expect that we're going to really get cookin' this Spring. Let's start to spread the word and make our colleagues aware of the following:

- The University's Fifth-Year Report is due to SACSCOC on March 15, 2021.
- Fifteen teams are currently working on drafting responses to the 22 required standards that are part of TTU's continued SACSCOC compliance.
- Chairs will likely be asked to provide documentation on the qualifications of degree program coordinators. These qualifications are already housed in DM, so OPA may reach out to Chairs for verification.
- Chairs may be asked to provide information regarding faculty-student ratios.

- As a reminder, all Nuventive Improve reports since 2015 will be submitted to SACSCOC. In addition, OPA will be identifying exemplar degrees that will be featured in the report.
- Faculty might be called upon to provide examples of student complaints, and the procedures that are followed when a student initiates a complaint.
- SACSCOC has now introduced a Fifth-Year standard related to safety and security. As an institution, we are now required to provide evidence that “the institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.” As you can imagine, this standard is broad in scope. We will need to gather information related to safety protocols, active shooter trainings, ADA compliance, mental health awareness, Title IX, Lime safety, etc.

Thanks for helping us spread the word!

Sincerely,

Jennifer

Fifth-Year Interim SACSCOC Standard	OPA Staff Support Member	TTU Team Leader	Status as of 10/25/19
<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>	Jennifer S. Hughes, Managing Director	Jodie Billingsley, Assistant Vice President	Billingsley has sent an email request to relevant academic leaders to update their vita by 11/1/2019.
<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>	Jennifer S. Hughes, Managing Director	Dr. Rob Stewart, Senior Vice Provost	A second team meeting is scheduled for Thursday, November 21 at 10:00AM. Preliminary draft is underway.
<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>	Jennifer S. Hughes, Managing Director	Dr. Rob Stewart, Senior Vice Provost	A second team meeting is scheduled for Thursday, November 7 at 9:00AM.
<p>6.2.c (Program coordination)</p> <p>For each of its educational programs, the institution assigns appropriate responsibility for program coordination.</p>	Kenny Shatley, Administrator; Jennifer S. Hughes, Managing Director;	Dr. Rob Stewart, Senior Vice Provost	Hughes and Shatley have prepared the program coordinator roster, and have distributed this document for Stewart's review.
<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>	Libby Spradlin, Lead Administrator	Dr. Patrick Hughes, Vice Provost	J. Hughes and Spradlin met with P. Hughes, West, Killough, Humphrey, and Kiser on 8/20. P. Hughes provided writing assignments to the team with a deadline for completion of 10/11. Kiser compiled all responses into an initial draft. A second team meeting is currently being scheduled to review the draft and discuss next steps.

<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>Spradlin has begun drafting an initial response to the standard including the degree program data collection and review processes. Hughes and Spradlin will begin identifying degree program reports that qualify as exemplary to highlight within the response. The plan is to include a mix of graduate and undergraduate exemplars with at least one example from each college.</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>Ashley Pruitt, Administrator</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>Durham DeCesaro has asked for comment on a preliminary draft of 9.1. Hughes and Pruitt will deliver feedback week of October 28.</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 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>Ashley Pruitt, Administrator</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>Ashley to follow-up with Genevieve on status of document. Kenny Shatley to send relevant CB data to Ashley, who will then forward to Durham DeCesaro.</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>Lindsay Halloway, Director</p>	<p>Preliminary draft outline has been submitted to OPA.</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>Lindsay Halloway, Director</p>	<p>Preliminary draft outline has been submitted to OPA.</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>A second team meeting is scheduled for Thursday, October 31 at 3:30PM.</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 has asked for a status update from Dr. Louder.</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>Ashley Pruitt, Administrator</p>	<p>Genevieve Durham DeCesaro, Vice Provost</p>	<p>Ashley will be discussing this standard with Genevieve at an upcoming meeting with her the week of October 28, 2019.</p>
<p>10.9 (Cooperative academic agreements)</p> <p>The institution ensures the quality and integrity of the work recorded when an institution transcripts 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>Kenny Shatley, Administrator, Ashley Pruitt, Administrator</p>	<p>Dr. Jennifer S. Hughes, Managing Director</p>	<p>Shatley and Pruitt are currently developing a strategy for developing this narrative response, based on meetings with OIA and eLearning.</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>Spradlin corresponded with Miller on 10/8 regarding examples of responses from other institutions that can be provided to the team. Spradlin was able to provide one response to the standard along with some guidelines for providing descriptions of TTU's student support services.</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>Elizabeth Massengale has cc'd J. Hughes on several email messages. Currently, Massengale is collecting examples of student complaints. More information will be available in late Fall 2019.</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</p>	<p>Jennifer S. Hughes, Managing Director</p>	<p>Shannon Crossland, Senior Director</p>	<p>Hughes to provide feedback of Crossland's initial draft.</p>

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>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>	Ashley Pruitt, Administrator	Brandon Hennington, Managing Director	Hughes to email Brandon Hennington to introduce Ashley to the team.
<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>	Kenny Shatley, Administrator	Ronald Phillips, Chief Compliance Officer	Kahlie Callison is contacting Ronald Philips to ask about the team's meeting schedule.
<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 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>	Jennifer S. Hughes, Managing Director	OPA	Draft response will be ready for January 30, 2021 deadline.
<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>	Ashley Pruitt, Administrator	Dr. Justin Louder, Associate Vice Provost	Ashley has asked for a status update from Dr. Louder.
<p>14.4 (Representation to other agencies)</p> <p>The institution (a) represents itself accurately to all U.S. Department of education recognized accrediting</p>	Ashley Pruitt, Administrator	OPA	OPA's student assistant has gathered the addresses of our disciplinary accreditors, so that we can prepare notification letters accordingly. Letters will be mailed before Thanksgiving 2019.

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.")			
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