



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

November 17, 2017

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.


- ✦ OPA is scheduled to have all annual assessment reports evaluated using the Program Assessment Rubric (PAR) by the end of November. OPA has worked with a few programs that had yet to submit their reports (programs were identified in last week's IE Weekly Report). However, at this point, most programs have submitted their reports. Below is the schedule for completing the entire process.

October- Deadline for program's annual assessment report
November- Degree Program Reviews Completed
December- Clean Excel Document; Finalize Degree Program Reports; Begin Actions for Improvement Report
January- Send Electronic PAR Reports; Chair Visits through April
February- Chair and PC meetings Through April
March- Learning Series: Methods of Assessment; Launch Learning Series Video
April- Actions for Improvement Report Complete
May- Executive Summary Complete

- To ensure that OPA has correctly identified all academic programs, a comparison with the Texas Higher Education coordinating Board's (THECB) Program Inventory and active TracDat accounts was conducted. The comparison is attached. It appears that there are a number of issues that should be addressed this year with program names and communication with the Coordinating Board regarding the status of programs. OPA uses the THECB's Program Inventory as the official list when submitting to SACSCOC with the Fifth Year Interim Report.
- While individuals are not typically identified in the IE Weekly Report, we do acknowledge individuals when they have gone above and beyond. Becky Fletcher has worked

extremely hard to ensure that accounts are accurate, the faculty are trained, and that the data is in the best possible condition possible.

- The individualized PAR Reports has been updated for 2016-2017. Below is the template for reporting.



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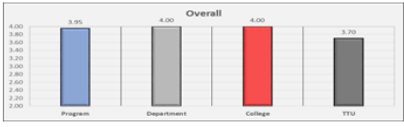
TEXAS TECH UNIVERSITY PROGRAM ASSESSMENT RUBRIC REVIEW FOR AY 2016-2017
COLLEGE - PROGRAM - DEGREE

The following report provides a summary of degree-program results derived from the TTU Program Assessment Rubric (PAR). This analysis was completed by Office of Planning and Assessment (OPA) staff members and provides an assessment of Student Learning Outcomes documentation. The PAR evaluates baseline criteria. The narrative feedback reflects the substantive evaluation of individual reports.

The rubric allows four scores: (1) Initial, (2) Emerging, (3) Developed, and (4) Highly Developed for multiple criteria. The components include: Student Learning Outcome, Assessment Method, Results, and Actions for Improvement. The rating assigned per component is the average of the individual criteria within the component. Therefore, it is possible to receive a "Developed" with one criterion that was evaluated as "Initial."

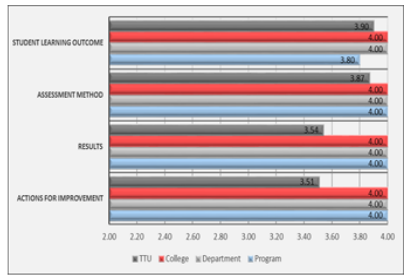
DEGREE

Report Element	Level
Student Learning Outcome	Highly developed
Assessment Method	Highly developed
Results	Highly developed
Actions for Improvement	Highly developed



Comments
Outcomes-
Assessment Methods-
Results-
Actions-

Comments
✓ Report should be recognized as an exemplar for SACSCOC Comprehensive Standard 3.3.1.1
✓ No corrections recommended. Thank you for your efforts!



To discuss or to set up an opportunity for an in person consultation the Office of Planning and Assessment at 806-742-1505 or email at
 Dr. Jennifer Hughes, Director- jennifer.s.hughes@ttu.edu
 Dr. Craig Morton, Associate Director- craig.morton@ttu.edu

✦ Support Service Level Institutional Effectiveness Committee

- Changes in SACSCOC Standards → Changes in SSL Composition
 - SACSCOC will have updated standards beginning January 2018. OPA will update the SSL IE Committee once the new standards are formally approved. The revised standards will have a significant impact on the SSL IE Committee and its composition. No formal changes need to be made at this time, but it is worth noting and making informal preparations.
- 2016-2017 Assignments- Deadline: February 1, 2018
 - OPA will be sending out review assignments soon. The deadline for reviews will be February 1. Once reviews are complete, OPA will begin individual meetings with departments to review results and prepare for the 2018 departmental reporting deadline of October 1.
 - It was discussed how the results can be more valuable and shared across SSL departments. Specifically, what type of assessment activity are departments engaging in that might be beneficial to others. We discussed greater TAN (a program offered by OPA) involvement, an SSL newsletter highlighting assessment activity, a short survey to reviewers asking for notable activity, and short educational

- videos. It was discussed how this would add value if additional departments are included after the final new SACSCOC standards are released.
- TracDat Reporting
 - OPA presented an option for using TracDat SSL departmental reporting. The presentation was well received and there seemed to be considerable interest. Individuals noted that they liked that it mirrored academic reporting, that the documentation was improved, that it would be helpful when managing multiple areas, and that it may be easier to read. Pending final approval from this committee, OPA will begin introducing the platform to departments during the spring consultations.
- Review Support Service Level Definition
 - This will be discussed via email after the SACSCOC Annual Meeting. At that time, OPA will ask for feedback from the committee to refine our definition for the Fifth Year Interim Report.

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

- ✦ General Faculty Credentialing
 - Faculty Transcript Report
 - The "Faculty Transcript Report" has been completed for the Advertising Department. A copy was sent to Dr. Shannon Bichard for her input. OPA looks forward to receiving her thoughts.
 - Wind Energy Departmental transcript data has now been entered into DM.
 - OPA staff hope to begin upload of all transcripts very soon. We expect the process to take until summer 2018 and will begin sharing this information with department chairs next fall.
 - Fifteen responses have been received from department chairs from the survey sent last week regarding the value of DigitalMeasures data. Overall the responses have been positive. OPA staff sent a reminder email and we hope for more input.
 - AY 2016-2017 Credentialing Report
 - The applicable terminal degree report is finished.
 - OPA staff are now working on a report documenting the percentage of undergraduate courses taught by terminally degreed faculty.
 - OPA staff worked with College of Business staff to prepare a 762-page Curriculum Vitae report that will be used for AACSB accreditation. Individual faculty information was pulled for the 2016-2017 year.
 - OPA staff assisted Dr. Yitzhak Fried from the Management Area at the Rawls College of Business with entering his CV information into DM. We requested his information be sent from his former institution, Syracuse University. In addition, we gave his TA the ability to enter information for him, and demonstrated the process of loading publications from Scopus directly into DM.
 - Open Work Requests

Request #	Date Opened	Title	Status
66	11/1/2017	Import Venky Shankar's DM account from Penn State	11-14-17: The import was successfully completed. This request is closed.

70	11/7/2017	Troubleshoot hyperlink error message on "Annual Faculty Report for College of Engineering"	11-15-17: DM programmers successfully repaired the link. Dr. Giesselmann in Electrical and Computer Engineering confirmed the fix. This request is closed.
71	11/13/2017	BA "Degree Program" import	11-13-17: Over 6,000 lines of data will be updated with the "Degree Program" field for each course taught at the College of Business. This is need for AACSB reports to run correctly. DM was able to put a "rush" on this request and expected completion is 11-16.
72	11/9/2017	Updates to "HB 2504 Combined Basic CV and Missing Syllabi" report	11-9-17: Several small corrections were needed for this report so that if a syllabus is not required the course doesn't appear on the report. Expected completion is 11-27.
73	11/10/2017	Add Report Option for "Core Faculty Grants"	11-10-17: The "Core Faculty Grants" report needs a parameter option to allow organization by University, College, or Department. Expected completion is 11-28.
74	11/15/2017	Add "Other" to criteria for degrees in Faculty Transcript Report	11-15-2017: The Faculty Transcript Report was not set up to pull degrees into the report if "Other" was chosen as the degree. Since foreign degrees are often something other than the customary US terms, "Other" needs to pull into the report. Expected completion is 12-4.

- Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (147,698)	1,507	5,825	21,269	79,357

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

- On November 3, 2017 DeCha Reid, THECB's Director of Financial Aid Services, sent a memo to directors of financial aid at institutions of higher education in Texas. The memo stated, "Senate Bill (SB) 1123, 85th Texas Legislature, Regular Session, passed a new provision that now excludes students exempted under Texas Education Code (TEC), Sec. 54.367 (Adopted Students Formerly in Foster or Other Residential Care) from the requirements relating to Satisfactory Academic Progress (SAP) and excessive hours. As a reminder, recipients of exemptions and waivers must meet the SAP and excessive hours requirements outlined in TEC 54.2001. Institutions are encouraged to

review their current institutional policies and procedures to ensure compliance when administering the tuition fee waiver for students.”