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

Institutional Effectiveness Weekly Report
December 6, 2019

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.

Program Coordinator Changes

- We have been in the process of updating the Degree Program Coordinators report in Digital Measures. As a component of the upcoming Fifth Year Report, having this list up-to-date is critical. After we ran the initial report, we found a lot of outdated program coordinator names. In most cases, the previous degree program coordinator, or the chair of the department, did not update this field in Digital Measures. When we create new yearly records for individuals, this would carry through regardless of the individual still working at TTU. With this in mind, we are updating the list manually for this term, requesting names and confirmation of total degrees, but next semester, Shatley will determine if there is an automatic way to keep this updated.

Core Curriculum Reporting

- The Core Curriculum 2019-2020 Annual Survey was distributed to faculty on December 6, 2019. Pruitt and DeCesaro significantly changed the survey format for better faculty usability. Pruitt will be collecting and analyzing faculty responses as they are received.
- The Core Curriculum Annual Report will be presented to the Core Curriculum Committee meeting on December 10th. Pruitt and DeCesaro have been collaborating significantly on this document.

Preparation for Fifth Year Report

- OPA staff continue to manage accreditation teams. Below is a summary of our activities as of December 6, 2019.

Fifth-Year Interim SACSCOC Standard	OPA Staff Support Member	TTU Team Leader	Status as of 12/6/19
5.4 (Qualified administrative/academic officers) The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.	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.
CR 6.1 (Full-time faculty) The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution.	Jennifer S. Hughes, Managing Director	Dr. Rob Stewart, Senior Vice Provost	A third team meeting was held on Thursday, November 21 at 10:00AM. The committee is awaiting finalized Fall 2019 data in order to proceed further. The preliminary draft is underway.
6.2.b (Program faculty) 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.	Jennifer S. Hughes, Managing Director	Dr. Rob Stewart, Senior Vice Provost	A third team meeting was held on Thursday, November 7 at 9:00AM. Writing assignments were discussed, and committee members are working accordingly.
6.2.c (Program coordination)	Kenny Shatley, Administrator; Jennifer S.	Dr. Rob Stewart, Senior Vice Provost	Hughes and Shatley have prepared the program coordinator

For each of its educational programs, the institution assigns appropriate responsibility for program coordination.	Hughes, Managing Director;		roster, and have distributed this document for Stewart's review.
CR 8.1 (Student achievement) 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.	Libby Spradlin, Lead Administrator	Dr. Patrick Hughes, Vice Provost	Spradlin met with Hughes, West, Killough, Kiser, and Shatley on November 4 at 11:00AM. Kiser assigned portions of the response for each team member to review and update. A first draft is due to Kiser on 12/16, and an edited draft is due to Spradlin by 12/20 for review. The team will provide a first draft to OPA by January 31st.
8.2.a (Student outcomes: educational programs) 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: a. Student learning outcomes for each of its educational programs.	Libby Spradlin, Lead Administrator	OPA	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.
CR 9.1 (Program content) 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.	Ashley Pruitt, Administrator	Genevieve Durham DeCesaro, Vice Provost	Hughes prepared comments on the draft that Durham DeCesaro prepared in early October. These comments were sent to Durham DeCesary on October 28. The preliminary draft is in good form.

CR 9.2 (Program length) 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.	Ashley Pruitt, Administrator	Genevieve Durham DeCesaro, Vice Provost	Ashley emailed Genevieve 12.6.19 and is still awaiting CB information from Kenny Shatley. No further updates or changes at this time.
10.2 (Public information) The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies.	Jennifer S. Hughes, Managing Director	Lindsay Halloway, Director	Preliminary draft outline has been submitted to OPA. A meeting is scheduled with Lindsay Hallowell for December 13.
10.3 (Archived information) 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.	Jennifer S. Hughes, Managing Director	Lindsay Halloway, Director	Preliminary draft outline has been submitted to OPA. A meeting is scheduled with Lindsay Hallowell for December 14.

10.5 (Admissions policies and practices) 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.	Jennifer S. Hughes, Managing Director	Dr. Ethan Logan, Associate Vice President	Ethan Logan sent a message outlining expectations for the group in late November. The next scheduled meeting is December 10, 2019.
10.6 a-c (Distance and correspondence education) An institution that offers distance or correspondence education (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. (b) Has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs. (c) Ensures that students are notified in writing at the time	Ashley Pruitt, Administrator	Dr. Justin Louder, Associate Vice Provost	Ashley met with Justin (and his team) Monday 12.2.19 at 330PM. They have revised and sent 12.1 and 12.4 revisions back to Tara and Elizabeth, Additionally, they are working on evidence for Elizabeth for 10.5 and have completed their rough draft for both 10.6 and 14.3. They have requested that we prepare a list of relevant responses for them to add distance education 'blubs' rather than reviewing all responses.

of registration or enrollment of any projected additional student charges associated with verification of student identity.			
10.7 (Policies for awarding credit) 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.	Ashley Pruitt, Administrator	Genevieve Durham DeCesaro, Vice Provost	Ashley emailed Genevieve 12.6.19 No further updates or changes at this time. AP
10.9 (Cooperative academic agreements) 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.	Kenny Shatley, Administrator, Ashley Pruitt, Administrator	Dr. Jennifer S. Hughes, Managing Director	Shatley and Pruitt are currently developing a strategy for developing this narrative response, based on meetings with OIA and eLearning. This is still in process – no updates or changes at this time.
CR 12.1 (Student support services) The institution provides appropriate academic and student support programs, services, and activities consistent with its mission.	Libby Spradlin, Lead Administrator	Dr. Cathy Duran, Vice Provost	Revisions from the team members are being provided to Miller for the first draft.

12.4 (Student complaints) 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.	Libby Spradlin, Lead Administrator	Dr. Cathy Duran, Vice Provost	Revisions from the team members are being provided to Massengale for the first draft.
13.6 (Federal and state responsibilities) The institution (a) is in compliance with its program responsibilities under Title IV of the most recent Higher Education 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.	Jennifer S. Hughes, Managing Director	Shannon Crossland, Senior Director	Hughes send preliminary feedback to Crossland in mid-November. The first draft of this narrative is in good form.
13.7 (Physical resources) 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.	Ashley Pruitt, Administrator	Brandon Hennington, Managing Director	Hughes communicated with Brandon Hennington about the need to include research facilities within this response, per a conversation between James and Heppert. Ashley has sent out an introductory email. No further updates or changes at this time.
13.8 (Institutional environment) The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.	Kenny Shatley, Administrator	Ronald Phillips, Chief Compliance Officer	Kahlie Callison is contacting Ronald Philips to ask about the team's meeting schedule.

14.1 (Publication of accreditation status) 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.	Jennifer S. Hughes, Managing Director	OPA	Jennifer Hughes is drafting a response for this standard, and it will be completed for the January 30 deadline.
14.3 (Comprehensive institutional reviews) The institution applies all appropriate standards and policies to its distance learning programs, branch campuses, and off-campus instructional sites.	Ashley Pruitt, Administrator	Dr. Justin Louder, Associate Vice Provost	Ashley met with Justin (and his team) Monday 12.2.19 at 330PM. They have revised and sent 12.1 and 12.4 revisions back to Tara and Elizabeth, Additionally, they are working on evidence for Elizabeth for 10.5 and have completed their rough draft for both 10.6 and 14.3. They have requested that we prepare a list of relevant responses for them to add distance education 'blubs' rather than reviewing all responses.
14.4 (Representation to other agencies) The institution (a) represents itself accurately to all U.S. Department of education recognized accrediting agencies with which it holds accreditation and (b) informs those	Ashley Pruitt, Administrator	OPA	All notification letters were sent to accreditors prior to the Thanksgiving break. Jennifer Hughes is drafting a response for this standard, and it will be completed for the January 30 deadline. As these were sent via certified mail, the 'received'

agencies of any change of accreditation status, including the imposition of public sanctions. (See SACSCOC policy "Accrediting Decisions of Other Agencies.")			confirmations have been coming back to our office as receipt of delivery. No other actions necessary at this time.

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

Raiders Engaged Campus Training

- Raiders Engaged was formally launched on Thursday, December 5. OPA is now fielding many email and phone inquiries related to engagement reporting. Pruitt and Shatley are responding to many requests for training and technical assistance, and we expect these requests to increase over the upcoming weeks.
- Pruitt, Shatley, and Sumner have been asked to provide training on Raiders Engaged/DM to RCOBA faculty and staff next Friday, December 13.

Degree Program Assessment

- On November 18th, OPA contacted degree program coordinators in charge of outstanding accounts to request an expected completion date for the 2018-2019 assessment report. These efforts resulted in an additional 10 assessment reports being submitted to our office. The below chart summarizes which degree programs have completed their report, which programs did not respond, and which responded but did not give an expected date of completion.

Degree Program	Program Coordinator	Expected Completion Date
Biochemistry (BA)	Yehia Mechref	Responded, but did not provide completion date
Biochemistry (BS)	Yehia Mechref	Responded, but did not provide completion date
Biology (BS)	John Zak	No response
Biology (MS)	John Zak	No response
Biology (PHD)	John Zak	No response

Cell and Molecular Biology (BS)	John Zak	No response
Chemistry (BA)	Yehia Mechref	Responded, but did not provide completion date
Chemistry (BS)	Yehia Mechref	Responded, but did not provide completion date
~~Philosophy (BA)~~	~~Mark Webb~~	~~Completed~~
~~Philosophy (MA)~~	~~Mark Webb~~	~~Completed~~
~~Animal Science (MS)~~	~~Leslie D. Thompson~~	~~Completed~~
~~Animal Science (PHD)~~	~~Leslie D. Thompson~~	~~Completed~~
~~Food Science (MS)~~	~~Leslie D. Thompson~~	~~Completed~~
Landscape Architecture (BLA)	Eric A. Bernard	No response
Landscape Architecture (MLA)	Eric A. Bernard	No response
Business Administration (PHD)	Mayukh Dass	No response
Data Science (MS)	Eric Walden	No response
~~Bioengineering (MS)~~	~~Brandon Weeks~~	~~Completed~~
Civil Engineering (MSCE)	Priyantha Jayawickrama	No response
Civil Engineering (PHD)	Priyantha Jayawickrama	No response
~~Engineering (MENGR)~~	~~Brandon Weeks~~	~~Completed~~
~~Industrial Engineering (BSIE)~~	~~Bryan Norman~~	~~Completed~~
Mechanical Engineering (BSME)	Michelle Pantoya	Responded, but did not provide completion date
~~Mechanical Engineering (MSME)~~	~~Nurcan Bac~~	~~Completed~~
~~Mechanical Engineering (PHD)~~	~~Nurcan Bac~~	~~Completed~~

2020 TxAHEA Conference

- We recently learned that the Marriott Plaza San Antonio will be unable to host the 2020 TxAHEA Conference due to the hotel's renovation plans. We have spent a great deal of time contacting other venues, and we are happy to report we will be hosting the TxAHEA conference September 28-30, 2020 at the Grand Hyatt San Antonio.
- Due to increases in expenses and the conference daily hotel rate at $160.00, the Executive Committee met in November and voted to raise the registration fee to $250 per attendee and $100 for graduate students. We will hold a planning committee meeting in January, which will include new conference partners!

Further DM Enhancements

- Shatley and Hughes had a productive meeting with Laurisa Perlberg from Watermark and Digital Measures on December 4, and this meeting further confirmed DM's continuing record of excellent customer service. Between now and February, a major User Interface update will be rolling out from Digital Measures. The update includes a new dynamic web format which will allow for mobile or tablet entry more easily and more intuitive data entry in some fields, particularly required fields which will now alert users to errors in real time. The only potential functionality update is the addition of HTML code in some document-creation areas of Digital Measures. While the front-end would not be problematic, users who format their documents using HTML may include HTML markup in some reports. This would likely only be department chair-level access or higher that would need to know about the potential functionality issue. We will prepare training accordingly.
    - Potentially, the ability to see errors in real time could foreshadow branching logic in the near future, and Laurisa did probe us on the frequency of requests for branching logic. We hope that this is the case!
- Lastly, DM Work Requests have slowed down since handling major projects such as the Outreach & Engagement collaboration, reaching the final stages of the College of Business course hour upload, and most faculty questions are asked earlier in the year. At this time, enhancements are less likely to be work requests, but report updates and maintenance. Laurisa also walked us through the report configurations tool, which will allow us to understand our reports and where the data is sourcing much more clearly.

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.

- Substantive Change Developments
    - OPA is currently reviewing historical substantive change documentation to ensure accuracy and completeness for the Fifth Year Report.

- The 2015-2016 and 2016-2017 reports are now fully completed. Currently, OPA is reviewing materials from the 2017-2018 academic year. An email has been sent to Dr. Darryl James requesting clarification on this report. See the information in red below.

Degree/Certificate/Action Requested Agenda Item	Academic Year	Relevant Academic Council Meeting Minutes	CIP	THECB		SACSCOC	
				Notification Sent	Notification Received	Notification Sent	Notification Received
Notification to offer doctorate degrees in Museology/Museum Studies	2017-2018		30.1401.00	9/28/2017	10/02/2017	Unknown	Unknown
New program request- Heritage & Museum Sciences (PHD)	2017-2018	Durham DeCesaro noted that the THECB had approved the B.S. in Plant and Soil Science for online modality and to be offered at the Fredericksburg campus; had approved the M.B.A. in General Business online; and had approved a plan to create a Ph.D. in Heritage and Museum Sciences.	30.1401.00	9/28/2017	10/2/2017	Unknown	Unknown
Reduction in SCH for Degree Program	2017-2018	Change the SCH for the MS in Architecture (04.0201.00) from 38 to 34 SCH.	04.0201.00	10/13/2017	10/16/2017	NA	NA
Change in Degree Designation and Program Name	2017-2018	Bachelor of General Studies in General Studies in the J.T. and Margaret Talkington College of Visual and Performing Arts. The effective date of this title change to Bachelor of Interdisciplinary Arts in Indisciplinary Arts is January 15, 2018.	24.0102.00	11/30/2017	1/8/2018	1/16/2018	6/13/2018