



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

November 10, 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.

- ✦ SACSCOC Annual Meeting will be held December 2-5, 2017 in Dallas, Texas. Craig Morton and Jennifer Hughes will be attending on behalf of OPA.

“The Southern Association of Colleges and Schools Commission on Colleges will conduct its 122nd Annual Meeting at the Kay Bailey Hutchison Convention Center in downtown Dallas, Texas, December 2-5, 2017. This year’s meeting will engage participants in sessions based on theory, research, and practice that focus on this year’s theme, **“Students Are the HEART of Education.”** The conference will highlight the sharing of ideas and strategies among member institutions that have led to improved results and lessons learned in the form of workshops, concurrent sessions, group discussions and poster sessions. Workshops and sessions will feature content within the following tracks”

- Helping Institutions Succeed
 - Engaging Students
 - Assessing Student Learning Outcomes
 - Reflecting for Improvement
 - Teaching and Learning
- ✦ OPA continues to work on the Annual Degree Program Assessment Evaluation. There are still a few programs that have yet to report, but OPA is in close contact with them. All OPA staff are participating in the PAR process this year. The goal is to have all programs evaluated by the end of November. As of today, we have completed 81 PAR evaluations.
 - ✦ OPA is comparing the Texas Higher Education Coordinating Board Program Inventory with active TracDat accounts to ensure all programs are accounted. Two programs have already been deactivated when it was determined that the accounts did not reflect degree programs: Gerontology (HDFS - MS) & Youth Development (HDFS - MS).

- ✦ Faculty Credentialing Documentation
 - OPA staff met to discuss progress on the new “Faculty Transcript Report.” Updates on the DigitalMeasures “Education and Post Graduate Training” screen have been made so that uploaded transcripts are hidden from view except to Administrators. We believe this level of security was necessary to protect the confidential nature of transcripts. If a faculty member would like to see his/her transcript as attached in DigitalMeasures, a note on the screen asks them to request this from opa.support@ttu.edu.
 - OPA staff are entering final DigitalMeasures information to run the “Faculty Transcript Report” for the Advertising Department. We will share this report with Dr. Shannon Bichard for her input. The next department of focus for this report will be Wind Energy.
 - Preparation of a yearly faculty credential report continues as OPA staff are preparing a list of applicable terminal degrees by discipline.

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

- ✦ OPA staff continues to collaborate with TTU eLearning to prepare the BB portfolio rollout. A memo to faculty announcing the BB portfolio is nearly finalized. In addition, a meeting with TTU eLearning marketing staff to propose a marketing strategy will be held before Thanksgiving. OPA staff also sent some previously created portfolio documents to eLearning to supplement their portfolio resource webpage.
- ✦ Training Opportunities
 - OPA provided assistance to Public Administration (MS) with TracDat, specifically discussing their current assessment plans and plans for the future.
 - OPA has assisted with entering data into TracDat for Industrial Engineering (BS), Biochemistry (BA & BS), Chemistry (BA & BS), Mechanical Engineering (BSME, MSME, PHD), Food Science (BS & MS), and Public Administration (MS).
- ✦ General Faculty Credentialing
 - A satisfaction survey was sent to all department chairs requesting their input on the value of DigitalMeasures data. OPA will use this information to deepen investigation about data quality and usefulness.
 - With input from Jason Rinaldo, the “Degree Programs” field has been customized within DigitalMeasures to match AACSB reporting. Nearly 6,000 lines of “Scheduled Teaching” data will be updated with matching Degree Programs, then a DM instant import will attach this information to individual accounts. This is the final piece to enable AACSB reporting.
 - OPA staff worked with TTU IT staff to resolve some recurring technical issues with Music courses. OPA completed an audit of this issue and found 118 course import errors. After significant communication with Mike Simmons, a solution was offered by IT, and confirmed by Betty Ann Thomas on 11/9/17. OPA staff are pleased with the final solution, and we acknowledge IT’s efforts, especially Mike Simmons and Daniel East.
 - OPA staff met with Nutritional Sciences faculty to review their Merit Report which was used for the first time last year. We were happy to hear that this report was generally received well by faculty. Most importantly, the report correctly identified faculty within one of three tiers and provided a starting place for conversation with the Chair. Over the next 2-3 years, report adjustments will continue to be made but 100% accuracy is not expected because there are too many unique circumstances. OPA will work with NS faculty over the next few weeks to make entry of items more intuitive, fix field drop downs to be more accurate, and review the report template to be certain items are not counted twice.

- At OPA's request, DigitalMeasures provided data regarding how many TTU users have used citation software to import into individual DM accounts during 2017. This data is summarized below.

Row Labels	Count of Event Date
BIB_TEX	93
CROSSREF	25
PUB_MED	21
SCOPUS	21
WEB_OF_SCIENCE	8
Grand Total	168

- Open Work Requests

Request #	Date Opened	Title	Status
65	10/25/2017	Copy Lara Johnson's data to TTU files	11-8-17: This request is complete and will be closed.
66	11/1/2017	Import Venky Shankar's DM account from Penn State	11-1-17: Dr. Venky Shankar's DM account will be imported from his former institution. Expected completion is 11-16.
67	11/3/2017	Make the field "Was this peer-reviewed/refereed?" required	11-3-2017: The request was complete and is closed. 11-3-2017: At the request of Dr. Darryl James of the Provost's Office, this field will be required to be completed before a publication entry can be saved. This will allow much better reporting capabilities for TTU research. Also, the field will be updated to include juried works.
68	11/3/2017	Update "Degree Program" fields on "Scheduled Teaching" screen	11-8-17: DM completed this request and it will be closed after confirmation by BA staff. 11-3-17: Updates are needed for the "Degree Program" drop-down fields to match AACSB reporting. Additionally, mapping for information already in this field is needed to update current faculty accounts. OPA requested a "rush" on this work request to accommodate the College of Business needs.
69	11/7/2017	Transcript upload changes to "Education and Post Graduate Training" screen	11-8-2017: This screen revision is complete. 11-7-2017: For better security of transcripts, the transcript upload field will be hidden and a read-only yes/no toggle, "Transcript Uploaded in DigitalMeasures" will be included. A note saying "To request a copy of your uploaded transcript, please contact opa.support@ttu.edu " will be added.

70	11/7/2017	Troubleshoot hyperlink error message on "Annual Faculty Report for College of Engineering"	11-7-17: A lingering problem with a hyperlink appearing on the annual report for engineering was not resolved last annual report season and is being addressed again. The hyperlink changes to an error message when the report is saved. DM developers are looking into this.
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- Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (147,458)	648	5,712	20,019	78,281

- Institutional Assessment

- As of November 8, Raiders Engaged has received 148 responses. The most recent spreadsheet has been provided to Dr. Birgit Green to conduct more personalized follow-ups with departments. Raiders Engaged will unofficially close on December 1 but remain open for input throughout December.
- A winner was chosen for the TechQuest scholarship on November 8. Mary Hooton is a freshman Pre-Medicine major from Plainview, Texas. Ms. Hooton will receive a \$500 scholarship toward her Spring 2018 tuition and fees.

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.

- Marketable Skills

- OPA will submit an IRB application by Christmas Break.
- OPA staff are creating a brief Qualtrics survey to gain information about students' self-reported marketable skills.
- A draft memo has been prepared for Dr. James' approval to ask department chairs to provide graduating students' information to OPA.

Dear Dr. Department Chair,

The State of Texas has recently mandated that each state institution prepare a plan for assessing the marketable skills of all its graduating students (at both the undergraduate and graduate levels). The term *marketable skills* has been widely debated among the Texas legislature, and our office is committed to using a definition of *marketable skills* that honors the student learning gains of our graduating students. Our office has decided that we will use TracDat data as our information source for producing this reporting requirement.

As we prepare TTU's institutional report, we would like to supplement the report with student anecdotes. In the spirit of transparency, we intend to publish this report on our departmental website. **We are asking each department chair to provide the names of three students who are graduating in Spring 2018 or August 2018 for each of your department's degree programs.** Our office will reach out

to these students and ask them to complete a short survey about how TTU prepared them to work in their selected discipline. The survey should take the student no more than 10 minutes to complete.

We do not have Human Subjects approval at this point in time. If deemed necessary, after Human Subjects review, we will ask students to sign a consent form before completing the survey. Students will be informed that this is an optional survey and in no way affects their graduation status. Students will not be compensated for completing the survey.

Would you please respond to this email and identify the names of three students who are graduating in Spring 2018 or August 2018? **Please respond by 5:00 PM on December 1, 2017.**

Thank you very much for assisting our office with this project.

Sincerely,

Jennifer

✦ THECB

- The THECB Division of College Readiness and Success presented information about getting students to and through post-secondary degrees. Texas must broaden the pathways students use to get a degree to help Texas achieve the 60x30TX attainment and completion goals. Student-ready institutions are ready to serve a diverse group of students, measure learning outcomes to improve performance, and adapt practices and organizational structure to ensure student success. Institutions can:
 - Build capacity to help redesign approaches to improve student success,
 - Create seamless alignment across secondary and postsecondary education (including transfer and pathways),
 - Invest in advising to address student needs,
 - Provide financial literacy training/curriculum,
 - Build awareness around cultural readiness to address needs of various generations of students, and
 - Help reduce time to degree, including transfer feasibility.
- Texas Education Code, Chapter 61, Section 61.823, otherwise known as “Fields of Study” (FOS) states: “If a student successfully completes a field of study curriculum developed by the board, that block of courses maybe transferred to a general academic teaching institution and must be substituted for that institution’s lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.” All institutions have to accept FOS courses and blocks for transfer: 2-year to 4-year, or 4-year to 4-year. Four-year institutions are not required to use the same FOS courses for their lower-division requirements, but each course will need to be mapped to equivalents when students transfer in. Institutions must note FOS courses on student transcripts and must review and evaluate compliance with FOS on the same timetable as core curriculum evaluations. THECB’s completed FOS’s include Mexican American Studies, Nursing, Music, Architecture, and Engineering

(Mechanical, Electrical, Civil, and Chemical.) FOS's in progress are Psychology, Biology, Kinesiology and Exercise Science, Criminal Justice, and Business Administration and Management.

✦ SACSCOC

- SACSCOC has called for a vote by the membership for proposed changes to the *Principles of Accreditation: Foundations for Quality Enhancement*. The vote will be taken at the Annual Meeting in Dallas, Texas on Tuesday, December 5, 2017. The proposed changes are available at <http://www.sacscoc.org/2017ProposedPrinciples.asp>.
- A SACSCOC 2016 Annual Report and Proceedings was published and posted on their website. Belle S. Wheelan, President of SACSCOC, reported that, "National politics interrupted the Reauthorization of the Higher Education Act process this year and, as a result, we postponed the revisions to our *Principles of Accreditation* for one year. Given that often new requirements are imposed by the federal government in our partnership regarding Title IV, we felt it was in the best interest of the Commission to delay our own changes. A thorough review of the standards has been undertaken with several opportunities for the membership to give input before the SACSCOC Board of Trustees and the membership approve them in June and December of 2017, respectively. Additionally, a new legislative plan will be developed to assist us in educating the new members of the Administration and Congress. All of our members will be asked to join us in ensuring the values of a peer review process of quality assurance continues." Two items of note appear in the report.

- SACSCOC Accreditation Actions

Accreditation Actions

The following table describes the type and number of cases of accreditation actions taken by the SACSCOC Board of Trustees during the past ten-year period. Note that the total number of cases beginning in 2007 increased due to the beginning of the Commission's review of unreported substantive changes submitted after the adoption in 2006 of Comprehensive Standard 3.12 on the reporting of substantive changes.

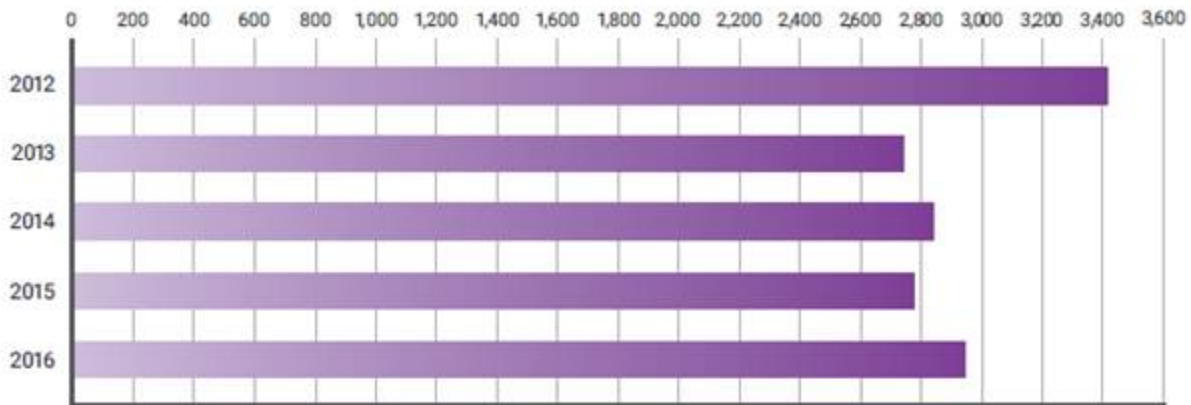
TYPE OF ACTION	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Totals
Reaffirmation of accreditation	74	73	80	87	78	77	76	87	83	80	795
Denial of reaffirmation & imposition/continuation of a sanction	3	7	10	12	14	10	6	1	1	8	72
Initial candidacy/ renewal of candidacy	6	8	0	8	5	4	3	1	1	3	39
Initial accreditation	5	4	8	3	4	4	5	5	3	1	42
Removal from candidacy/denial of accreditation	0	0	0	0	0	0	0	0	0	0	0
Approval of change of degree level	18	13	15	19	19	14	21	8	14	12	153
Approval of other substantive change	11	3	12	5	9	17	14	7	12	14	104
Deny approval of substantive change	7	6	9	7	5	7	8	6	11	8	74
Substantive change review by a committee	69	32	35	32	39	42	39	44	65	52	449
Review of unreported substantive change	51	78	58	57	41	19	21	27	23	25	400
Review of Monitoring & Referral Reports *	100	100	174	187	206	209	184	172	169	197	1698
Review of Fifth-Year Interim Reports **	NA	45	71	74	80	67	73	76	79	81	646
Removal from sanction	12	8	12	10	12	15	18	8	4	10	109
Imposition/continuation of Warning	10	12	10	15	15	18	13	11	17	13	134
Imposition/continuation of Probation	6	7	4	6	2	1	0	3	3	3	35
Imposition/continuation of Probation w/good cause	5	4	3	2	8	8	4	5	4	11	54
Action on removal from accreditation	1	0	1	1	0	3	1	2	0	1	10
Appeals of adverse actions	1	0	1	1	1	1	1	1	0	1	8
TOTAL CASES	379	400	503	526	538	516	487	464	489	520	4822

* Referral reports are those reviewed by the Board of Trustees following review and referral by the Committee on Fifth-Year Interim Reports. These reports were first reviewed by the Board in June 2009.

** The review of Fifth-Year Interim Reports began in December 2008.

- Substantive Change Information

Total Number of Submissions (2012–2016)



From 2012 to 2016, SACSCOC received an average of 2,900 submissions annually from member institutions.

Types of Substantive Change Submissions (2012-2016)

Submission Type*	2012	2013	2014	2015	2016
Prospectus	526	507	519	543	552
Follow-Up Information	273	287	167	270	237
Notification	2,394	1,479	1,716	1,512	1,633
For C&R Review	129	97	49	87	98
Teach-out Plans	118	177	147	213	220

* Submission Types are not mutually exclusive.

Not included in these numbers are requests for verification of accreditation sites, new programs, and other types of substantive changes from governmental agencies.

Number of Unreported Substantive Change Cases (2008-2016)

