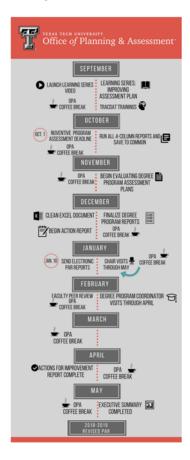# Institutional Effectiveness Weekly Report
May 11, 2018

The Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University's institutional effectiveness efforts and departmental objectives.

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

✦ Training Opportunities
   ▪ OPA Coffee Breaks- The title of this month's Coffee Break was "Wrapping Up Your Assessment- What you need to before leaving for the semester?" A checklist for items to focus on, along with next academic year's calendar of assessment events with deadlines, was given to participants.

- ✦ The handout (pictured above) was distributed at the OPA Coffee Break and will be sent to Program Coordinators, along with being added to the OPA website.
- ✦ An updated users' manual is being created to be included on the OPA webpage as tools/resources to aid in maneuvering through the Nuventive Improve. Nuventive Improve is the upgraded TracDat software.
- ✦ OPA is linking each degree program's assessment plan from the 16-17 academic year. Plans will be available on the OPA website Students and Parents tab. The information is linked for each college.
- ✦ OPA is working closely with Erin Justyna and Genevieve Durham DeCesaro to develop a process for collecting data for Communication Literacy. OPA is working in collaboration to help with the efficiency of assessment reporting. Communication Literacy assessment can be included in Nuventive Improve and will be reported accordingly.
- ✦ Training and Consultation Tracking
  - ▪ The tabulations below reflects activity from the week of May 7. Numbers totals include OPA Coffee Break, DigitalMeasures support, Nuventive Improve support, non-academic assessment support, and issues related to TxAHEA.

	Number of individuals	Number of issues addressed	Number of email sent on issue	Number of phone calls	Number of in informal consultations	Number of formal trainings
Week of May 7	41	11	39	1	1	1

- ✦ General Faculty Credentialing
  - ▪ OPA staff prepared a new training video, "Importing Publications into Digital Measures." This is available on our website www.depts.ttu.edu/opa/dmsr.php.
  - ▪ OPA staff responded to multiple faculty emails from the Department of Music regarding educational information and transcripts in DigitalMeasures. There was some concern after an email went out to many faculty members.
  - ▪ OPA staff continue steady progress of uploading .pdf copies of faculty transcripts in DigitalMeasures.
  - ▪ OPA staff prepared data to present to the Graduate School and the Provost's Office regarding which degrees are considered terminal for each degree program taught at TTU. This document will be available next week after a final review.
  - ▪ OPA staff are carefully proofreading TTU President's Cabinet CV information as inputted into DM. Corrections are being made. We hope the process will be complete by the end of the summer.
  - ▪ DM Work Requests

Request #	Date Opened	Title	Status
109	5/4/2018	Add "Area Coordinator" to Faculty/Staff Rank list	5-7: Rank added. Work request closed. 5-4: "Area Coordinator" is needed to appropriately indicate faculty ranks in the College of Business.

110	5/4/2018	Report Revisions	5-4: The Provost's Office let OPA know that some department chairs would appreciate being able to run Faculty Annual Reports only for tenured faculty that need yearly reviews. This request will add the option to include (or not) graduate students in the selection of report parameters.

- ✦ TxAHEA
  - ▪ The proposal site has been re-opened and we have received two additional proposals. Evaluation committee members will be asked to conduct another brief round of evaluations soon.
  - ▪ All accepted presenters have been notified and 16 of 29 have informed the TxAHEA committee of their intention to attend the conference. Committee members will reach out again to those we haven't heard from. Presenters who were given evaluator's feedback about titles or abstracts have been asked to send updates by the end of July.
  - ▪ Tableau has agreed to a sponsorship.
- ✦ Institutional Collaborative Assessment Updates
  - ▪ TechQuest officially closed on May 7 at noon with 202 responses from senior students. Two students were randomly selected to win a $500 scholarship. Those students were Michael Huber, who plans to attend the TTUHSC School of Pharmacy at the Amarillo campus after graduation, and Sydney Sowers (pictured), an animal science major who plans to apply to veterinary school this fall after moving to Dallas. A report detailing full TechQuest results will be available this summer.
  - ▪ The ETS Proficiency Profile closed on May 7 with 19 senior participants. Two students were randomly selected to win a $500 scholarship. Those students were Zackery Baird (pictured), who plans to pursue a STEM MBA from TTU and ultimately find a career as an emergency room or family medicine physician after attending medical school, and Nisreen Abba. Due to low participation in the spring 2018 pilot of the Proficiency Profile, OPA is currently discussing opportunities to continue collecting student data through the summer.
  - ▪ A Raiders Engaged report is in its preliminary drafting stages and is planned to be completed by the end of May. The Raiders Engaged Planning Committee met via Skype on May 10 to discuss the upcoming administration and it was decided to push the launch date back to June 1 to allow for changes to be made and adequate testing to be conducted.

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.

- ✦ SACSCOC Updates
  - ▪ A template for Fifth-Year Interim Reports has been published on the website and is available at http://sacscoc.org/fifth%20year/Template(Fifth%20Year%20Interim%20Report).2018.docx.
    - ▪ Part I includes signatures attesting to integrity
    - ▪ Part II is an institutional summary form prepared for Commission reviews
    - ▪ Part III is the fifth-year compliance certification
    - ▪ Part IV is the fifth-year follow up report
    - ▪ Part V is the impact report of the Quality Enhancement Plan
  - ▪ Faculty credentialing guidelines, Standard 6.2.a, have been updated and are available here http://sacscoc.org/pdf/081705/faculty%20credentials.pdf. The guidelines, as they apply to TTU, are discussed as follows:
    - ▪ Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
    - ▪ Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
    - ▪ Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
    - ▪ Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
  - ▪ A documentation template for off-campus site evaluations is available at http://sacscoc.org/forms/principle/subchange/Template(Off-Campus%20Site_Not%20Branch).2018.docx.