



TEXAS TECH UNIVERSITY  
Office of the Provost

Office of Planning & Assessment

## **Institutional Effectiveness Weekly Report**

**January 26, 2018**

**Special Report**

***Preparation for SACSCOC Fifth Year***

***Interim Report***

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

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OPA staff will begin producing a monthly special report focusing on developments with the SACSCOC Fifth Year Interim Report, due March 15, 2021. This inaugural special report features four important information items: 1) completion of a Fifth Year Interim Report logo; 2) documentation provided by the Office of Student Financial Aid regarding a new SACSCOC standard (12.6); 3) initiation of a university-wide OP review, and 4) plans for the Kick-Off event.

**First**, OPA's student assistant, Maddi Busby, has designed the following logo. This logo was re-designed after feedback provided by Dr. James.



**Second**, Darryl James and Jennifer Hughes met with Ethan Logan, Associate Vice President, and Shannon Crossland, Interim Executive Director of Student Financial Aid and Scholarships, on January 12 regarding a new SACSCOC standard that states the following:

*The institution provides information and guidance to help student borrowers understand how to manage their debt and repay their loans. (12.6)*

On January 12 (via email), Shannon and Ethan provided significant documentation to support Texas Tech's current compliance with this new standard. Shannon and Ethan also sent two documents for our report archive: 1) Federal Student Aid – Loan Entrance Counseling Guide, and 2) Federal Student Aid – Loan Exit Counseling Guide.

Additionally, on January 16, Shannon (via email) provided two student loan narratives to add further evidence of compliance. This evidence is copied below.

***Email Communication to Graduating Seniors:***

Students scheduled to graduate within the semester will receive an easy to read and follow email with embedded links to information concerning their specific student loans and general loan repayment options. The email also contains information concerning how to contact our on-campus student loan repayment specialist, who is available to assist students with all student loan questions. Our Texas Tech University students also have easy access to their specific cumulative loan balances and on and off-campus resources by visiting the Texas Tech University RaiderLink student portal and clicking on financial aid.

***Postcard Notification to Withdrawn Students:***

Students that have withdrawn for the semester are mailed a post card during the semester following their withdrawal. The timeframe for federal student loan repayment is set forth by the Department of Education to begin six months (six month grace period) after the student withdraws from the higher education institution. Communication and outreach efforts to former students and current borrowers during the following semester allows time for communicate with borrowers prior to the end of their six month grace period. This allows for a more strategically impactful time to receive repayment information.

**Third**, OPA staff will meet with Lindsay Hallowell (Administrator, Official Publications) on February 16, 2018 to discuss how our office can work with her to ensure that relevant operating policies and procedures are reviewed in advance of the report deadline. An early OP review will ensure that TTU has ample time to re-adjust any procedural issues that may arise.

As a reminder, the following SACSCOC standards are required for the Fifth Year Interim Report.

- *Faculty Qualifications: 6.1, 6.2*
- *Student Support Services: 12.1*
- *Qualified Administrative Staff: 5.4*
- *Student Achievement and Student Learning: 8.1, 8.2a*
- *Admission Policies, Recruitment, Advertising: 10.2, 10.5*
- *Curricula: 9.1, 6.2c*
- *Physical Facilities: 13.7*
- *Program Length: 9.2*
- *Student Complaints: 12.4*
- *Title IV Program Compliance: 13.6*

- *Distance Education: 10.6 a-c*
- *Credit Hour Determination: 10.7*
- *Representation of Status: 14.1*
- *Review of DL, Off-Site, Branch: 14.3*
- *Other Policies (Dear Colleague Letters) 14.4, 10.9, 12.4, 14.1, 10.3, 10.5*
- *Safe & Secure Environment: 13.8*

**Fourth**, OPA will host a Kick-Off Luncheon for the Fifth Year Interim Report on Tuesday, April 10 in the SUB Red Raider Lounge. The location has been reserved, although invitations have not been sent. A list of prospective invitees will be sent to Dr. James for his consideration. OPA staff recommends inviting all Deans, Associate Deans, Department Chairs, and Team Leaders. OPA has tentatively prepared the following agenda:

TENTATIVE AGENDA:

12:10 – 12:15 – General welcome from Jennifer Hughes

12:15 – 12:30 – PowerPoint Presentation from Darryl James (OPA will develop for Dr. James – presentation will focus on Fifth Year Interim requirements and changes to accreditation principles)

12:30 – 12:35 – Closing remarks from Provost Galyean/Invitation to eat cake (we'll have a customized cake prepared for the kick-off, as was the tradition for the Reaffirmation Kick-Off) *Consider asking a TVPA student group to perform from 12:35 – 1:05.*

1:00 – Event Concludes