![Texas Tech University Office of the Provost Office of Planning & Assessment logo]

# Institutional Effectiveness Weekly Report
# April 13, 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 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.

✦ Faculty Credentialing Documentation as it Relates to Section 6
  ▪ Requirements 9.1 and 6.2c require institutions to produce a list of current degree program coordinators and their corresponding academic credentials.  Since the university's 2015 Reaffirmation of Accreditation, OPA has improved internal records regarding the identification of degree program coordinators and their respective credentials.  Currently, we maintain three internal sources identifying degree program coordinators: an Excel document with contact information, TracDat, and DigitalMeasures.  OPA is currently working on processes that will ensure that all three sources are identical and as up-to-date as possible.  Currently, we ask chairs to name their degree program coordinators during chair visits and we match these names with our internal sources.

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

✦ University Programs Institutional Effectiveness Committee Meeting
  ✦ OPA staff helped facilitate University Programs' IE Committee Meeting on Tuesday, April 10.  Here are meeting minutes:

University Studies Institutional Effectiveness Meeting Minutes

April 10, 2018, 1:30 – 2:30 Members Present: Andrea McCourt, Kacey Marshall, Patrick Hughes

Guest: Jennifer Hughes

**Summary of Meeting Conversation**

The committee discussed their previous work in the 2016-2017 academic year regarding assessment and institutional effectiveness.  The committee informally convened last year and did discuss each other's assessment reports.  The committee did not formally review their assessment reports last year, but they intend to use OPA's simplified peer review rubric before the end of the Spring 2018 term.

University Studies (US), led by Dr. Andrea McCourt, involves its faculty in assessment-related discussions.  McCourt completes all TracDat reporting for the US degrees.  McCourt also represents US as a support service level unit.  The

committee acknowledged the unique position of US, since it is not a formal academic college but still functions similarly to an academic college.

Wind Energy (WE), led by Ms. Kacey Marshall, ensures that faculty meet specifically to talk about assessment findings. Kacey completes all TracDat reporting for these degrees. Marshall shared that WS faculty are actively involved in developing student learning outcomes.

The committee discussed whether additional University Programs representatives should attend future meetings of this group. The committee decided not to expand its membership at this point in time, but they will revisit this in the future.

J. Hughes will send meeting minutes to the committee on 4/11/18. She will also send the simplified peer review link to committee members.

**Action Items**

Committee members will complete their peer review by end of Spring 2018 semester. J. Hughes will send a customized report to the committee by mid-June. J. Hughes recommends the committee meet again in early Fall 2018.

✦ Training Opportunities
  ▪ Individualized Actions for Improvement reports are being emailed to all Deans, Associate Deans, Department Chairs and Program Coordinators. Below is the email they are receiving along with their respective Actions for Improvement report.

    *As you know, each degree program in your college reports annual assessment results and "actions for improvement" into TracDat. For your reference, our office has compiled a report that includes your college's identified "actions for improvement." We want to ensure that you are aware of these efforts to strengthen student learning. In most cases, these identified actions will require a subsequent "follow-up" statement in next year's 2017-2018 assessment report. Our office is proud to recognize the efforts underway by your faculty to "close the loop."*

    *The attached report is organized by department, with each degree program's associated actions for improvement (as identified in their 2016-17 assessment report). Please note that deans and associate deans will receive their college report, department chairs will receive their department's report, and program coordinators will receive their specific degree program's report. If you have any questions, please do not hesitate to contact our office. As we prepare evidence for the Fifth Year Interim Report, our office's goal is to have 100% compliance in the documentation of actions for improvement and follow-up actions. We are glad to assist with this process, and I look forward to working with your faculty.*

✦ The Spring 2018 newsletter will be available by the end of this week. The newsletter will be available on the OPA website at https://www.depts.ttu.edu/opa/newsletters/spring-2018-newsletter.php. The topics for this edition will be:
  ▪ Assessment Spotlights with Dr. Marjorie Buckner**,** Assistant Professor in the Department of Communication Studies

- OPA's participation in the Graduate School Poster Competition.
- Annual Assessment Meetings for Departmental Chairs
- Program Assessment Review (PAR) Process
- Raiders Engaged
- Faculty Credential Dashboard
- OPA Assessment Spotlight-

✦ General Faculty Credentialing
- OPA staff notified approximately 260 TTU faculty members that items they loaded in the DigitalMeasures transcript PDF field were moved to the Document Storage Screen. This is because the transcript PDF field is only to be used for transcripts. Before the field was hidden, a few documents were loaded and these needed to be located elsewhere.
- OPA staff continue to load transcripts and update pertinent fields in DM. Faculty members who do not have their education entered in DM are also contacted.
- Open DM Work Requests

| Request # | Date Opened | Title | Status |
|---|---|---|---|
| **107** | 4/2/2018 | Excel version of "Academic Degrees Earned" report | 4-5: OPA staff believe the report is running correctly. As soon as IR approves, this request can be closed. |
| **108** | 4/2/2018 | Books not printing in Core Faculty Publications report | 4-10: DM developers returned the updated report. OPA staff confirmed the corrections. As soon as Dr. Toda agrees that the report totals are correct, this request can be closed. 4-5: Magda Toda found that the totals appearing in the "Summary" section of the report are not correct. The report was returned to DM developers for further correction. |

- Usage Statistics

| (Number of Logins) | 1 Week | 1 Month | 6 Months | 1 Year |
|---|---|---|---|---|
| **Activities Database - University (161,145)** | 697 | 3,877 | 68,700 | 84,597 |

✦ TxAHEA
- A total of twenty-four presentation proposals have been received. The conference committee will begin reviewing these and notify selected presenters by May 1.
✦ Institutional Collaborative Assessment Updates
- TechQuest launched on Monday April 9 via a Qualtrics survey link to all graduating seniors. As of April 12, 34 students have completed the assessment. Weekly reminder emails will be sent throughout April asking students to participate. Two students will be randomly selected to receive a $500 scholarship at the beginning of May.
- The ETS Proficiency Profile was launched on March 28. Currently, 11 students have completed the assessment. OPA purchased 75 tests for the pilot administration and will send weekly reminders to students who wish to participate. The pilot administration will last for 3-4 weeks depending on student responses.

**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
  ▪ The Texas Higher Education Coordinating Board hosted the second Marketable Skills Conference to help institutions achieve the third goal of the *60x30TX* strategic plan for Texas higher education. This meeting provided training sessions on April 10 to help public higher education institutions implement and achieve the marketable skills goal. The conference included four trainings designed for leaders to share with colleagues on their campuses. The conference also included a panel of recent graduates on the evening of April 9.

**<u>Other Items:</u>**

  ✦ OPA staff participated in the Graduate School Poster Competition on Tuesday, April 10 at the Overton Hotel.  The poster competition is a professional development opportunity for students as they present their work to people who are not in their field of study.  OPA staff participated in the evaluation of students' research methods, research questions, results, and research implications.  We were honored to be a part of this year's competition, and we look forward to continued involvement in next year's event.  We want to acknowledge the Graduate School for their dedicated efforts to honor graduate student learning and graduate assessment.  Becky Fletcher judged posters from Chemistry graduate students, and Jennifer Hughes judged posters from Education graduate students.
  ✦ All OPA staff evaluations have been completed, prior to the April 15 deadline.