



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

January 19, 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.

- ✦ OPA staff are obtaining CVs from members of the President's Cabinet. We will enter CV information into individual DigitalMeasures accounts for added transparency and SACSCOC compliance. In 2015, this evidence was presented as the individual's curriculum vitae in a pdf format. DigitalMeasures allows OPA to present consistent formatting to SACSCOC for this requirement.
- ✦ An email was sent to the SSL Institutional Effectiveness Committee members on January 16 to remind them of the upcoming February 1 deadline to submit peer review feedback on Continuous Improvement reports. So far, feedback has only been received from one committee member. A final reminder will be sent closer to the February deadline. When all feedback has been received, OPA will begin creating summary reports and scheduling meetings with directors.
- ✦ Core Curriculum data for the fall semester has begun to arrive from Genevieve Durham DeCesaro. OPA will maintain the master spreadsheet for 2017-2018 data until it is time to create the report in the summer of 2018.
- ✦ Faculty Credentialing Documentation
 - Faculty Transcript Report
 - Transcripts have been loaded for Chemistry, English, Environmental Toxicology, Political Science, and Curriculum & Instruction. OPA staff are double checking the accuracy of these reports.
 - Emails were sent to faculty in Architecture who need to add their educational information in DigitalMeasures so that their transcripts can be loaded.

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

- ✦ OPA is dedicating a significant portion of the spring semester to improving faculty and staff training as well as preparing for the SACSCOC Fifth Year Interim Report. Here are our plans for improving instructional resources to the TTU community:

- **IE Handbook-** Revisions are being made to the IE handbook to reflect current expectations and software updates. The handbook will be available on the Progress Portal and distributed to the IE committee once it is completed.
- **Training Videos-** New training videos will be developed with two objectives:
 1. *Basics of using DigitalMeasures and Nuventive Improve.* There are many updates that will affect most faculty members. These videos will be simple how-to videos and will be available on the Progress Portal and on the OPA website.
 2. *Texas Tech-specific expectations for assessment.* Six videos will be created by OPA staff that will cover issues that affect faculty leadership. These short videos will be available on the Progress Portal and on the OPA website. Topics covered will be:
 1. SACSCOC Updated Principles of Accreditation
 2. Documenting Follow-Up Activity
 3. SSL Reporting Guidelines
 4. Faculty Annual Reports
 5. Terminal Degrees and Justifications
 6. Accreditation Across Campus
- **TTU Assessment Network (TAN)** will take a new approach this spring with a discussion-oriented approach. Many of the topics will be similar to the videos, but TAN will be a time for participants to discuss these topics from a personal experience perspective. The topics will be:
 1. *February-* SACSCOC Updated Principles of Accreditation
 2. *March-* Documenting Follow Up Activity
 3. *April-* Raiders Engaged and Outreach and Engagement
 4. *May-* The Assessment Process
- **Departmental Consultation.** This has been discussed multiple times in weekly reports. The PowerPoint that will be used for this high-level presentation will be shared in the next IE Weekly Report.
- **Online Resources.** Finally, multiple enhancements are going into updating the OPA website. This has been presented previously as it relates to the Transparency Framework, but within the next few weeks, an outline of relevant resources will be shared in an IE Weekly Report.
- ✦ Last year, each program that offers licensure or certification upon the completion of the degree program had a field added into TracDat's Degree Program account to report annual rates. Nine of the 43 programs reported results for the 2016-17 academic year. OPA will survey the nine programs to gauge the complexity of the process and then make improvements.
- ✦ General Faculty Credentialing
 - OPA staff presented at New Faculty Orientation on Tuesday, January 16. Three of the fifteen faculty already had DigitalMeasures accounts at their previous institution. We will be working with DM to copy these user accounts to the Texas Tech database.

What do I need to keep track of?

Three Important Deadlines:

- 1) Evidence of teaching credentials must be reported to DigitalMeasures by **January 29, 2018** for compliance with Texas House Bill 2504.
- 2) Evidence of student learning outcomes must be reported by your department chair or degree program coordinator by **October 1** of every academic year. You might be asked to provide assessment data to your department chair.
- 3) Evidence of outreach and engagement activity must be reported by you on or **before January 1, 2018** to Raiders Engaged.

- OPA staff are responding to requests for new DigitalMeasures accounts to be set up for new faculty who are teaching Spring 2018.
- OPA staff are responding to inquiries about the annual report process.
- OPA staff attended a training session with DigitalMeasures' personnel regarding increased functionality for ad hoc reports. An upcoming January release will allow the creation of a reusable CV template that will produce an entire department's CVs in separate pdf files. This could significantly reduce the time required for TTU's College of Business staff to create faculty CVs to be published on web profiles.
- Open Work Requests (*due to specific interest in certain work requests this week, more information will be provided about selected requests following the table*)

Request #	Date Opened	Title	Status
83	12/18/2017	Create new report "Terminal Degree Report for Undergraduate Courses"	1-8: DM returned the report as complete. OPA staff will review.
85	12-21-20-17	Tweaks to "Other" degrees in Faculty Transcript Report	1-5: OPA staff continue to work on adjusting 97 records with correct ID numbers.
86	12/22/2017	2017 ORS Upload Grant	1-8: This work request was combined with #88.
87	1/4/2018	Additions to CURRENT STATUS field	1-4: The additions were made and the work request is complete.
88	1/4/2018	Grant Data Import, Jan. 2018	1-17: After additional cleaning of the ORS files, the import was complete and appeared accurate

			after OPA staff spot checked many lines of data. This request is closed.
89	1/4/2018	Fall 2017 Course Eval Imports	1-4: Imports were submitted with course evaluation information from fall 2017 courses. Expected completion was originally 1-16. However, TTU's IR office contacted OPA and indicated that several course evaluations were completed in error. OPA deleted this information from the import files and the new expected completion date is 1-19.
90	1/5/2018	Remove Graduate Students from Faculty Transcript Report	1-15: DM developers responded with several thoughts. OPA will review these. 1-5: When OPA staff uploaded transcripts for the Chemistry Department, we realized that graduate students do not need to be included in the transcript report unless they are an instructor with primary responsibility for the course. Many times they are assisting the primary instructor, therefore do not need to be credentialed in the same way. We submitted this work request to address this.
91	1/18/2018	Import Min Wang's DM account from Michigan Tech University	1-18: At the request of Prof. Wang, we have asked DM to import this account. Expected completion is 2-1.

- **Additional Information**

- ORS Upload- Historically, the Office of Planning and Assessment has reached out to the Office of Research Services (ORS) in December to request faculty grant information that is loaded into faculty accounts for faculty annual reviews. The time sensitive nature of this information has required that the information go in as soon as possible once it has been requested. However, it often takes longer than many faculty would desire. OPA is working with ORS to determine if an application can be written to perform monthly uploads into DigitalMeasures to provide faculty the information they need on a monthly basis (instead of an annual basis). OPA has learned that this has already been considered by ORS and they will begin the process once the transition to Cayuse is complete.
- OPA works with Institutional Research to upload Course Evaluation data into faculty DigitalMeasures accounts routinely. Due to the Smart Evals transition this year, there were some unexpected issues with the data importing procedure. The issue was resolved on Friday, but it is OPA's hope that the use of Smart Evals will eventually make the process much faster.

- Usage Statistics

(Number of Logins)	1 Week	1 Month	6 Months	1 Year
Activities Database - University (151,916)	8,642	18,542	43,564	81,565

✦ Institutional Collaborative Assessment Updates

- Raiders Engaged closed on January 8 and a final spreadsheet was submitted to DigitalMeasures to ensure all projects are uploaded into faculty DM accounts. OPA has also submitted a spreadsheet to upload project data into the accounts of individuals identified as Co-PIs. OPA will schedule a follow-up meeting with the Raiders Engaged work group to plan for the next administration.
- OPA is continuing its partnership with the Study Abroad office to manage its pre-departure orientation registration process using Qualtrics. Last week, a survey was created in Qualtrics to collect student registration information and the survey has been provided to students as they apply for Study Abroad. The pre-departure orientation will take place in April, and registration will be an ongoing management process up until that time as students continue to register throughout the spring semester.
- Libby Spradlin and Jennifer Hughes met with Amy Heard (Athletics) to determine the feasibility of a graduate survey for student athletes. Athletics is wanting to assess their graduates using a more meaningful approach. More updates will be made available as the project develops.

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.

✦ Institutional Effectiveness

- ✦ A list of Spring 2018 IE projects was sent to Dr. Kathy Austin on January 19, 2018. This list will be used to develop an inclusive project list that includes both IT and OPA IE-related projects. Dr. Austin's staff will develop the technology infrastructure for this, which will be published to the Progress Portal.

Name of IE Project	Description	Spring 2018 Completion Date
Faculty Peer Review	Collect faculty peer review data and prepare college-level reports for distribution.	Ongoing completion as colleges complete their peer review.
Transcript Report	Analyze transcript status of current faculty roster; determine if justification status is warranted.	All college reports complete by June 30.

Marketable Skills Analysis and Website	Conduct marketable skills qualitative data from upcoming Spring 2018 or August 2018 graduates; prepare website to highlight student learning gains.	Data collection and analysis will be ongoing during Spring 2018; website is currently in-progress.
LEAP Texas Presentation (Marketable Skills)	Accepted to present at LEAP Texas conference; prepare PPT presentation.	March 15, 2018
Prepare application for National Learning Outcomes Assessment Excellence in Assessment designation (EIA)	Prepare TTU's application to be a designated "Excellence in Assessment" institution.	May 15, 2018
Update IE Handbook	Update IE Handbook with new SACSCOC standards and updated procedural information.	February 18, 2018
Update podcasts for Progress Portal	Update podcasts that are currently on Progress Portal.	We will produce five new videos during the Spring 2018 term. We will begin filming in February, and will conclude all videos by April 30, 2018.

✦ SACSCOC

- ✦ OPA staff attended a SACSCOC webinar entitled "Determining Significant Departure" on Wednesday, January 17. This webinar presented practical information for determining when an institutional change may necessitate a prospectus or notification letter.

✦ THECB

- An email sent on behalf of Rex C. Peebles, Assistant Commissioner of THECB, communicated a request for proposals for the Texas Affordable Baccalaureate (TAB) Grant Program. The TAB is an innovative model and bold solution for many challenges facing higher education. First-generation, underprepared, low-income, and working adult students, all part of higher education's "new normal," need non-traditional and affordable postsecondary options. The TAB program is designed to deliver that. Through a combination of competency-based and traditional courses, online and in-person instruction, and alternative low-cost tuition structures, TAB offers an accessible bachelor's degree that can save students thousands of dollars and semesters of time. The College For All Texans Foundation web page provides information on how to submit a proposal for funding <https://college4texans.org/tab/>.
- An informational flyer is available titled, "Overview: Higher Education Data Resources." This references a website www.txhighereddata.org that offers policymakers, students, parents, K-12 educators, media, researchers, and faculty a

collection of education data designed to help shape policy and develop initiatives that will move Texas closer to achieving the goals of the 60x30TX strategic plan and lay the foundation for a globally competitive workforce. The site provides direct access to various reports, statistics, queries, and interactive tools. A *Latest News* feature provides notification of the most recent changes.

T * E * X * A * S
HIGHER EDUCATION DATA

Search GO

Overview (Quick Links) | External Data Resources | [Online Applications](#) | Workforce | Higher Education Topics | High School to College (P-16) | Reporting to THECB | A-Z Index

60x30TX
By 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree.

Texas Higher Education Accountability System

TEXAS CREWS
Texas Consumer Resource for Education and Workforce Statistics

Welcome to TXHigherEdData.org

The Texas Higher Education Data website is Texas' primary source for statistics on higher education. It also includes numerous reports that link K-12 and workforce data with students in higher education. Resources can be accessed by topic or audience categories.

Overview (Quick Links)	Online Applications	Higher Education Topics	High School to College (P-16)
<ul style="list-style-type: none"> 60x30TX.com 60x30TX Progress Reports Closing the Gaps by 2015 Data Insight Briefs Data Resources Overview Degrees - Statewide Enrollment - Statewide Higher Ed Almanac Higher Ed Locator Map (HELM) List of Institutions Media Advisories Reports and Publications Topic Overviews More... 	<ul style="list-style-type: none"> Accountability System Accountability Legacy (2000-2015) Course and Program Inventories Degree Program Search Existing Program Performance Review Interactive Data (New!) Online Institutional Resumes Perkins Data Resources Profile Reports (PREP) (1988-2015) Regional Portal More... 	<ul style="list-style-type: none"> >>>Participation Applicants/Acceptance/Enrollment Developmental Ed Data (TSI) Distance Ed Data Enrollment Forecast Student Migration Report Texas Higher Ed Enrollments More... >>>Success Annual Licensure Report Graduation Rates Student Follow-up Transfer Students' Success More... >>>Other Data Resources for LBB Measures Finance and Resource Planning Research Expenditures More... 	<ul style="list-style-type: none"> 8th Grade Cohorts Dual Credit Data HS Grads Enrolled in Higher Ed HS Grads GPA in Higher Ed HS Grads Higher Ed Outcomes HS Grads Higher Ed Preparation (TSI) Navigating High School to College Data Tracking Postsecondary Outcomes Dashboard More... Reporting to THECB CB Data Exchange CBM Reporting Status CBM Reporting Manuals CIP Codes Community College Annual Reporting and Analysis Tool (CARAT) More...
<p>External Data Resources</p> <ul style="list-style-type: none"> College for all Texans Generation Texas (GenTX) Texas Public Education Information Resource (TPEIR) More... 	<p>Workforce</p> <ul style="list-style-type: none"> Aligning Workforce Needs and Education Gainful Employment - Placement Rate Texas Consumer Resource for Education and Workforce Statistics (Texas CREWS) More... 		

Latest News

- 12/19/2017 [2016 Annual TSI High School Summary Report](#)
- 10/27/2017 [2015-2016 ASALFS Exit Cohort Reports](#)
- 09/18/2017 [2015-2016 ASALFS Students Pursuing Additional Education](#)
- 09/14/2017 [2015-2016 Automated Student and Adult Learner Follow-Up System Results](#)
- 09/06/2017 [2015-2016 Student Migration Report](#)

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