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

OUTCOME 1: Texas Tech will be found in compliance with all external accrediting agencies and State of Texas mandates

- Texas Tech University was informed of the specific requirements for its Monitoring Report. The report is due to SACSCOC by September 6, 2016. The report must address CS 3.3.1.1 and modifications to the QEP proposal. To ensure that the deadline is met, OPA submitted a proposed timeline. The timeline included reporting deadlines for all degree programs.
- OPA completed the development of the Core Faculty Grants report that is regularly used for the 18 Doctoral Characteristics Report for the Graduate School's program review process. This report was initially created for the College of Education, but has since been adopted by other colleges and departments.
- The new Core Curriculum assessment plan was entered into TracDat. Documenting Core Curriculum assessment in TracDat will provide historical documentation of general education assessment. Moving forward, an OPA representative will work collaboratively with the Provost’s office and the Core Curriculum Committee to gather appropriate data, analysis, and action plans.
- Tenure-track faculty transcripts are being re-located to the Provost’s Office basement. After this initial step is completed, non-tenure-track faculty transcripts will be re-located. OPA anticipates that all faculty transcripts will be securely housed in the basement by March 1, 2016.
- DigitalMeasures Activity:

<table>
<thead>
<tr>
<th>Number of Records Added and Edited in the Last...</th>
<th>8 Hours</th>
<th>1 Day</th>
<th>2 Days</th>
<th>1 Week</th>
<th>1 Month</th>
<th>6 Months</th>
<th>1 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Database - University (109,935)</td>
<td>75</td>
<td>597</td>
<td>1,334</td>
<td>2,588</td>
<td>7,046</td>
<td>24,128</td>
<td>80,475</td>
</tr>
</tbody>
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OUTCOME 2: The Office of Planning and Assessment will contribute to the Office of the Provost’s institutional planning processes

- As presented with the Response Report to SACSCOC, Texas Tech University will continue to evolve its Institutional Effectiveness infrastructure. Two of the proposed enhancements were the implementation of a Support Service Level (SSL) IE Committee and a University-Level IE Committee.
The SSL IE Committee consists of ASSU and ASSSU as well as representatives from Research and Community Outreach. Agendas for both those committees have been drafted and sent to Darryl James for review. The SSL IE Committee will meet January 12, and the University-Level Committee will meet January 26.

- Institutional Research contacted OPA to inquire whether DigitalMeasures could provide information about National Academy members. This information is self-reported, and could be reported to the extent to which faculty had entered that data. Academy membership is located in two places: Professional Memberships and Fellowships, Scholarships and Awards. Information was obtained through the Ad Hoc reporting feature in DM, verified through Academy membership directories, and forwarded to IR by noon on Tuesday, January 5.

- CAAP testing begins January 26 with the Writing Skills module and concludes February 26 with the Mathematics module. The testing schedule is being finalized and additional course instructors are being contacted to ensure an adequate sample size of freshmen and seniors in both modules. A luncheon is being planned for instructors to attend to provide information about what testing will entail and answer any questions about testing.

- Eighteen iPortfolio student-training sessions are planned for January 19-30. Two sessions will be offered each day with snacks available as an incentive. Students are encouraged to attend as they begin setting up and loading artifacts into their iPortfolios. There were 28 new views of iPortfolio informational videos since Dec. 17, for a total of 230 views.

- The Raiders Engaged survey stopped accepting any supplemental information Thursday, January 7 at 5:00. The data were vetted, analyzed, and reported on Friday, January 8 to Dr. Birgit Green who will then report those numbers to various stakeholders for strategic planning purposes. This year’s administration went smoothly. Uploading the information into DigitalMeasures became more problematic than originally expected, due to changes to the database, which made mapping difficult. However, 2015 data is now scheduled for upload 1/11/2016.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total non-TTU Attendees and Participants in TTU Outreach and Engagement Activities</td>
<td>300,000</td>
<td>657,287*</td>
</tr>
<tr>
<td>K-12 Students and Teachers Participating in TTU Outreach and Engagement Activities</td>
<td>175,000</td>
<td>247,045</td>
</tr>
<tr>
<td>Total Funding Generated by TTU Institutional and Multi-institutional Outreach and Engagement Activities (non-TTU sources; may include duplicated sums)</td>
<td>$40M</td>
<td>$24,038,525.80</td>
</tr>
<tr>
<td>Total # of Hours Faculty were Involved in TTU Outreach and Engagement Activities</td>
<td>50,000</td>
<td>61,906</td>
</tr>
<tr>
<td>Total # of Hours Staff were Involved in Outreach and Engagement Activities</td>
<td>170,000</td>
<td>266,767</td>
</tr>
<tr>
<td>Total Non-TTU Partners Involved in TTU Outreach and Engagement Activities</td>
<td>650</td>
<td>503</td>
</tr>
</tbody>
</table>

*An additional 5,616,765 individuals were identified as impacted by these projects but were not direct partners in the initiatives.
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:
  - On January 5, the 2016-2017 version of the TASFA (Texas Application for State Financial Aid) was released in both English and Spanish.
  - The 2015 Texas Public Higher Education Almanac was released showing higher education attainment statistics for all states and detailed information for each institution in Texas.

OUTCOME 4: Texas Tech University faculty and staff will be well-prepared to meet OPA’s faculty credentialing, assessment, and strategic plan expectations

- In accordance with SACSCOC standards and expectations, OPA and TTU Worldwide eLearning have worked collaboratively to develop a set of internal standards for online degree reporting. CASNR, Multidisciplinary Studies, Ag Communications (MS), Ag Education (EDD and MS), Technical Communications (MA and PhD), English (MA), and Environmental Sustainability and Natural Resources Management (PSM) were sent the following email:

  Dear __________,

  In response to SACSCOC policy regarding the assessment of degree programs, the Office of Planning and Assessment and TTU Worldwide eLearning are launching a new set of reporting expectations for online degrees. As we prepare for the Fifth Year Interim Report in 2020, we must present evidence to demonstrate that we assess our degree programs by modality. **This change in assessment reporting is relevant only to online degrees, not hybrid degrees. As a reminder, a degree is considered online when more than 50% of the instruction occurs at a distance. The Environmental Sustainability and Natural Resources Management (PSM) degree falls under this category.**

  Beginning September 1, 2016, online degrees will report their assessment findings separately from the campus-based degree. Learning outcomes should be identical, although the assessment methods may vary. Online degrees will have the same reporting deadline as campus-based degrees (September 1, 2016). Because the 2016 deadline will be the first year with this new reporting expectation, online degrees may have incomplete assessment data for the first cycle of reporting. The September 1st deadline should include assessment data from the 2015-2016 academic year.

  Our offices wanted to make you aware of this new reporting expectation as soon as possible, and multiple training classes will be offered during the Spring 2016 semester. Training sessions will be offered in 1-hour increments. If your department offers a fully online degree program, you will notice that a new TracDat account has already been added to your user profile.

  If you have any questions or concerns, please contact me at Jennifer.s.hughes@ttu.edu or Justin Louder at Justin.louder@ttu.edu.

- TracDat 5 was implemented at the end of the fall 2015 term. Access to TracDat was blocked for all users during the transition. Many programs, however, have requested access. The interface is different enough from the previous version that some degree of training will be required for all users. The following training schedule was developed:

  Videos Posted to OPA Website
  - Overview of TracDat 5
  - Assessment Reporting Expectations for Online Degrees
  - Assessment Reporting Expectations for Degrees
Face-to-Face Trainings in Faculty/Staff Offices
Staff members from OPA will come to your office Tuesday and Friday afternoons
Appointments available at 1:00 – 2:00
Appointments available at 2:30 – 3:30

TLPDC Trainings
Have been scheduled twice a month in the TLPDC Conference Room

- Using an internally developed rubric that evaluates both quality and completeness of degree program accounts in TracDat, all programs have been evaluated. At this time, only raw scores are available. Beginning next week, those scores will begin to be summarized, and a process for reporting feedback will begin.
- The ORS upload to DigitalMeasures will be completed on January 11 and is currently on schedule. The data were pulled by the VPR’s office with assistance from Arzu Ozbek-Akay. Data was pulled between January 15, 2015 and December 15, 2015. Anything entered as complete after December 15, 2015 date will be manually loaded by OPA.

In addition to direct contributions toward the departmental goals, OPA continues to focus on continuous improvement measures.

- The transition to TracDat 5 went very smoothly, with no problematic interruption to programs. However, a few issues did arise that required some intervention. For example, copying accounts to develop new accounts is often needed. This was not happening correctly after the software installation. After working with Nuventive, all issues have been corrected.
- OPA is working with DigitalMeasures to ensure that the University Administration login is secure, but that it can also be transferred, if needed. After looking at the options and weighing the importance of ease of entry with security, the decision was made to keep the Texas Tech Administration account. This account ensures that faculty emails for assistance are sent directly to OPA staff, rather than to DigitalMeasures staff.
- PPI data is currently being compiled for fall 2015 outcomes. Grading outcomes need to be gathered for the cohorts, and then data will be submitted to ETS mid-January.