On May 12, the following abbreviated timeline was presented to the Office of the President which outlines six benchmarks for completion before the Response Report is submitted:

- May 12- OPA to vet IE responses for all non-academic units. Completed by May 25.-**COMPLETE**
- June 15- Deadline for all academic units to complete their IE revisions.-**COMPLETE**
- June 16 - July 3- Review all data for consistency and completeness. Secure revisions where needed.-**COMPLETE**
- July 3 - July 13- Administrative review of vetted responses.
- July 14- Send to technical editor.
- August 14- Report finalized and given to Catherine Parsoneault for inclusion in the overall report.

Currently, OPA’s efforts are concentrated on the fourth item:

- **Degree Program Revision-** All academic departments have made significant modifications to TracDat accounts. However, the degree of completeness, determined by original instruction in late March, varies significantly across the institution. While the existing modifications may be adequate for SACSCOC requirements, the subjective nature of the review process requires that the Provost’s Office and OPA continue to work with departments to improve the quality and completeness of all accounts. The following activities have occurred this week to strengthen documentation for the Response Report:
  - Reviewed the 12 programs to be highlighted in the Response Report
  - Reviewed the 25 programs that were previously reviewed by the SACSCOC On-site
  - Sent 11 assessment consultation emails
  - Retrieved grades from COGNOS for Industrial Engineering
  - Entered in assessment plan information and data into College of Engineering TracDat accounts

**Preparation for the Response Report:**

- **ASSU Continuous Improvement-** ASSU reports are being modified to reflect feedback from Dr. Gerry Dizinno, TTU’s SACSCOC consultant. Dr. Dizinno was concerned that many of the ASSU outcomes were more goal-oriented than outcome-oriented. Dr. James and OPA staff are revising the outcomes and will seek approval from ASSU leadership on these modifications.
- As mentioned in previous Weekly Reports, TTU has received feedback from Dr. Dizinno for CS 3.2.12 and CS 3.5.1.
- OPA continues to gather relevant documentation related to various departmental accreditation statuses across the campus. This documentation will be ready in time for the Response Report delivery.
- OPA was asked to assist with elements of the QEP proposal. OPA gathered information for various instruments that are being proposed for the assessment of the QEP and linked objectives of the measurement to existing student learning outcomes. Additionally, based on the feedback from
Gerry Dizinno, OPA created a reporting template for the Response Report. This template will allow the committee to respond directly to the recommendations of the On-Site Committee.

**In addition to ongoing efforts directly related to the Response Report, the Office of Planning and Assessment continues to work on existing assessment activities that impact Texas Tech University’s reaffirmation and institutional effectiveness efforts:**

- OPA has been asked to assist with a focus group to assess the Osher Lifelong Learning Institute programming activity. We will work with Gary Elbow on this project that should take place sometime this fall.
- The existing Unit Coordinator position that was occupied by Joe Street has been reclassified to an Administrator position. This position will facilitate the electronic portfolio implementation. The job posting will be posted on Monday, July 13.
- As the West Texas Assessment Conference approaches, OPA is reviewing proposals, updating the website, and working with potential sponsors.
- OPA is working on an Institutional Effectiveness Handbook that will be used to assist faculty, staff, and administrators with requirements and expectations related to reporting and assessment. OPA staff are working on drafts for each chapter. The handbook should be complete by the beginning of the fall semester.
- OPA is working with TTU IT and DigitalMeasures to facilitate and expedite the work request containing exchange information for the replacement server for TTU’s DigitalMeasures file storage system. This is important because the Windows Server 2003 End of Life is imminent, target date of July 15.
- OPA has developed a page to be used for the OPA website and linked to the Progress Portal. The Progress Portal will be the Institutional Effectiveness hub of the institution and will direct institutional reporting related to strategic planning and institutional SACSCOC compliance.