Following submission of the Response Report on August 20, 2015, the Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University’s institutional effectiveness efforts. Over the past week, OPA has accomplished the following tasks.

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

- With classes beginning, HB2504 is the office’s priority assignment. On the 7th day of classes, instructors are required to upload course syllabi. This year, many new faculty accounts were uploaded (by IT) without permissions. This made their DM accounts “ghosts” in the database, without permissions and no way to find them except by searching “All Users.” This problem was reported to IT on Wednesday, August 26th and was resolved on Monday, August 31st. The issue was solved using a script correction.
- The Core Curriculum Steering Committee met on August 31st. An OPA representative attends this meeting to discuss various assessments related to the THECB requirements. This week, OPA discussed rubric implementation in the ePortfolio project.
- The new Quality Enhancement Plan (QEP) is expected to be implemented January 2016 after it is approved at the SACSCOC Annual Meeting. OPA will assist with many aspects of the QEP’s implementation. OPA reviews various aspects of the QEP Assessment Plan on a weekly basis. This week OPA reviewed the timeline and required resources.

OUTCOME 2: The Office of Planning and Assessment will contribute to the Office of the Provost’s institutional planning processes.

- In preparation of the Institutional Learning web-presence, OPA is working on instructional videos that address various components of reporting expectations. These podcasts are intended to inform the campus community. The first podcast is completed and is ready to be loaded onto the Progress Portal website. Additionally, photos from OPA events such as the Texas Tech Assessment Network events were sent to Dr. Austin to be used on the portal site.
- Likewise, in preparation for the strategic plan reporting structure, OPA is reviewing options. OPA consulted Nuventive about the TracDat 5 upgrades. A presentation of two options, TracDat and REDCap, was presented to Dr. James on August 4th.
- The Raiders Engaged Outreach and Engagement survey is scheduled for administration in early October. OPA is working on a three-year institutional summary of OEI/Raiders Engaged data that can be referenced for decision-making. This summary will provide baseline data when moving forward with the re-designed Raiders Engaged instrument.
- The CAAP will be administered in this spring. The data is used for multiple purposes and can be an invaluable resource with strategic planning. Two modules will be administered to approximately 400 students. The modules scheduled for spring 2016 are writing and math.
- The CLA+ will be administered through TTU Worldwide eLearning this September and October. The data will be a primary source of data regarding student learning. Approximately 100 seniors will
participate in this assessment that measures critical thinking.

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

- Dr. Parsoneault’s SACSCOC registration was canceled, and reimbursement has been received.
- Payment of the institution’s annual SACSCOC membership was confirmed with Noel Sloan and Sandy Martinez. The institution’s annual 15-16 fees were $13,900.
- Comprehensive Standard 3.4.3 (Admissions Policies) was presented to OPA staff at the weekly staff meeting. This standard is required for the Fifth Year Interim Report.

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

- OPA provided multiple consultations this past week on a wide range of topics.
  - Assisted with the new MS in Manufacturing Engineering assessment plan
  - Provided DigitalMeasures consultations including approximately:
    - 20-25 direct phone calls
    - 35-40 direct emails
    - 45-50 in Footprints/Help Desk
  - Worked with the new Mathematics and Statistics interim chair, Dr. Magda Toda, to produce reports for their graduate review.
  - Worked with Dr. Angela Lumpkin to verify current faculty and other IORs as we transition from Health, Exercise, and Sport Sciences to Kinesiology and Sports Management, and Dr. Audra Morse/David Ernst as we transition Civil & Environmental Engineering & Construction Engineering & Engineering Technology to Civil, Environmental, and Construction Engineering.
  - Held two DigitalMeasures trainings on Thursday, August 27th 10-11am (Attendance: 16) and Friday, August 28th 4-5pm (Attendance: 8). A third training will be held on September 4 at 4 pm.
- The West Texas Assessment Conference is making final plans.
  - Completed WTAC website updates. This included sponsor logos, convention center map, session table, individual session pages and the general schedule page.
  - Worked with Vanessa Whitledge regarding WTAC registration changes and credit card issues.
  - Updated the WTAC planning summary sheet, and saved a copy in the WTAC folder on the common.
  - The TTU System agreed to provide a $500 sponsorship for the conference.
  - Panelists from across the state have confirmed their attendance at the conference.
- Finally, a TAN presentation survey was created in REDCap. This survey will be used to improve TAN sessions and create additional sessions if necessary.

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

- Compilation and delivery of PPI cohort 3 demographic data.
- Katie Randolph will be on maternity leave starting next week. The maternity leave documentation and maternity leave coverage documents were completed and are located in the common drive.
- Supplies and equipment purchased on the SACSCOC FOP were transported to the OPA suite from Dr. Parsoneault’s office. A few of these items were used to create Betty Ann Thomas’ office, the new Administrator who starts next week.