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

- In the event that TTU receives a monitoring report, OPA is preparing a Contingency Report that will outline a specific, actionable strategy during the monitoring period. The Contingency Report will be delivered to Dr. James next Friday, November 13. The Contingency Report will provide the following information: 1) a brief description explaining why TTU was found in non-compliance in the On Site Report; 2) a short description explaining how TTU attempted to remedy the issue in the Response Report, and 3) recommendations for action. According to the SACSCOC Handbook for Institutions Seeking Reaffirmation, a monitoring report is “requested when compliance with a standard has not yet been fully documented. Monitoring Reports are requested for consideration either at the Board’s next meeting in six months or at its meeting one year hence.” Additionally, “the action letter specifies the precise due date for the report’s submission, generally between two and three months prior to the Board’s meeting.” However, “institutions are expected to achieve compliance as quickly as possible. The maximum period for routinely submitting Monitoring Reports is two years, but even during that two-year period, the Board of Trustees may impose a sanction if reasonable progress towards compliance is not documented or if the situation deteriorates.”

Texas Tech University will become aware of SACSCOC’s decision regarding TTU’s reaffirmation status at the December Annual Meeting. At this point in time, there are only three actions taken against institutions:

1. **Reaffirmation of accreditation**, with or without a Monitoring Report, or with a request for an additional report in five years. C&R Committees request Monitoring Reports on specific standards after determining that compliance has not yet been documented.
2. **Denial of reaffirmation**, continued accreditation for a maximum of one year, and imposition of a sanction. This action requires a Monitoring Report and may also require the authorization of a Special Committee visit.
3. **Removal from membership**. This appealable action usually, but not always, follows two years of monitoring.
Texas Tech University will be transitioning to TracDat 5 on November 10th. While this is a significant upgrade that will require training before access is fully granted, the transition should be seamless. OPA is working closely with IT to ensure there are no user interruptions, even though OPA will inform all users that access will be limited during the transition.

The Institutional Effectiveness Handbook is nearly complete. The final component is the inclusion of the college level exemplars with annotations. An exemplar has been identified for each college as well as three ASSU/ASSSU departments (RaiderReady, SOAR, and Student Legal Services). Exemplar units were contacted to seek permission for using their reports in the Handbook. Annotation will indicate primarily strengths of reports, but may have some annotations related to potential improvements. OPA will need to wait until the transition to TracDat 5 before this process can be completed so that reports will be consistent with users’ future experiences with reporting.

The ASSU/ASSSU consultations concluded this week for Undergraduate Education with Student Success and Retention to discuss operational outcomes for 2015-2016. SSR is a new unit charged with many ambitious goals that are not easily measured using traditional assessment methods.

DigitalMeasures Activity:

<table>
<thead>
<tr>
<th>(Number of Logins)</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 (108,291)</td>
<td>31</td>
<td>44</td>
<td>119</td>
<td>438</td>
<td>1,614</td>
<td>17,873</td>
<td>81,541</td>
</tr>
</tbody>
</table>

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

Beginning with the Fall 2015 semester, OPA has been communicating with students in the iPortfolio pilot group. Communication with these students has been intended to reinforce the importance of iPortfolios. A significant part of this outreach effort has led to the creation of numerous short videos. Currently, the videos that are on the iPortfolio site include:

- What is an iPortfolio?
- What should I include in my iPortfolio?
- Why do I want to have an iPortfolio?
- How do I log into Chalk & Wire the first time?
- How to create your first portfolio in C&W.
- How do I add text to my portfolio?
- How do I add an image to my portfolio?
- How do I add a YouTube video to my portfolio?
- How do I add a mathematical formula to my portfolio?
- How do I add a document to my portfolio?
- How can I preview what my portfolio looks like?
- How can I personalize my portfolio?

iPortfolios will be used to gather student learning data for the Core Curriculum as well as for general student learning outcomes assessment. Over the next few months, a number of issues will need to be resolved. Currently, the pilot is funded by Chalk & Wire at no charge. However, as it moves toward full institutional implementation, funding sources will need to be resolved. As that process of full implementation approaches, increasing the number of programs that participate will be important. Incorporating iPortfolios into degree programs will be critical for their ultimate success.

The administration of the CLA+ is complete. Only nine students completed the test of the twenty-
six who originally committed to take the assessment.

**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

- U.S. to Put New Requirements on Accreditors

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

- **OPA is providing consultation to Student Legal Services about moving their student survey platform from StudentVoice to REDCap.** SLS is trying to find a more cost-friendly option that still provides the data their office collects and interprets.
- **Raiders Engaged was launched November 2. Based on initial reaction, it appears to have been a successful launch as well as a successful collaborative effort.** Currently, OPA is working with IT to regularly review responses. The process of cleaning data is time intensive, and requires a line by review of each entry to check for duplication and incomplete reporting. Once the data are cleaned, an analysis will be completed. Data analysis will be sent to Institutional Research, and final numbers will be reported by January 15. As of November 5th at 1:30, there have already been 61 unique submissions.
- **OPA is working to remove inactive users from DigitalMeasures, in order to produce a “clean” list for department chairs.** After speaking with Bill Ballinger and Keith Dye, OPA has originated a new process. OPA will obtain a list of “terminated” Instructors of Record (IOR) from each department from Banner (via Daniel East/IT) that could be sent and verified as individuals who need to be disabled. Once chairs have reviewed “terminated” IORs, OPA will disable appropriate users. This will be done each October and November.
- **OPA is exploring options for using DigitalMeasures to assist in the tracking of faculty awards.** The investigation was initiated after being contacted by Wendoli L. Flores, Director, National and International Scholarships and Fellowships about potential Rhodes Scholars.

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

- One of the final tasks of the 2015 WTAC is sending presentation evaluations to speakers. Additionally, OPA sent a short conference evaluation to all participants to gather data on satisfaction. Based on thirty-three responses (~33%), respondents indicated a high level of satisfaction. Below is a sample of mean scores that were calculated in response to the overall conference evaluation:
  - What was your satisfaction with the conference as a whole? 4.6/5 (somewhat satisfied)
  - This conference met my needs. 5.6/6 (agree)
- The Osher Lifelong Learning Institute Focus Group was held November 2. There were five participants. A report is being developed for the OLLI office.
- A number of needed updates to the OPA website have been identified, including information on the OPA homepage, SACSCOC page, and Assessment Spotlights.