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

- The Office of Planning and Assessment is preparing for the next phase of SACSCOC compliance. While OPA awaits official notification from SACSCOC regarding Monitoring Report expectations, the office is preparing to meet those expectations in two primary ways. The first is to begin work on the Fifth Year Interim Report. While this report will not be due until 2020, OPA has already begun addressing issues such as technology infrastructure, review of required standards, and considerations for team development. Second, OPA continues to critically review degree program documentation to provide meaningful and actionable feedback to degree program coordinators. Additionally, now that the “Road to Reaffirmation” is complete, the office has removed reaffirmation signage, addressed website issues related to the 2015 cycle, and written thank you letters to the 2015 reaffirmation team leaders.

- TTU was found compliant with CS 3.3.1.2 and 3.3.1.3. However, it is critical that TTU follows through with strategies presented in the Response Report to ensure that ASSU/ASSSUs remain in compliance. To accomplish these strategies, OPA is working with Darryl James on the development of an ASSU/ASSSU IE committee. This committee will be charged with reviewing annual reports by these areas. Over the past couple of weeks, representatives were identified to serve on the Support Service Level Institutional Effectiveness Committee:
  - Library- Sheila Hoover
  - Administration and Finance- Sharon Williamson, Kent Meredith
  - Enrollment Management- Ethan Logan
  - Research- Kathleen Harris
  - Undergraduate Education and Student Affairs- Patrick Hughes, Tara Miller

- To ensure that Department Chairs remain engaged with academic assessment, OPA staff regularly meet with Department Chairs to provide assessment consultation and share information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Chair</th>
<th>Department</th>
<th>Primary issues addressed</th>
<th>Faculty Credentialing follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-10-15</td>
<td>Magda Toda</td>
<td>Mathematics</td>
<td>Dr. Toda indicated that Drs. Brock Williams and Gary Harris are the designees for degree program assessment. Dr. Williams has re-designed many of the assessment measures that Dr. Pearce had implemented. These new measures are currently in effect.</td>
<td>Worked with Dr. Toda in Fall 2015 and assisted the department with information for Graduate School 18 Characteristics</td>
</tr>
</tbody>
</table>
Dr. Williams requested that he be among the first group of TracDat trainees in the Spring 2015 semester.

12-11-15 Sean Cunningham History Dr. Cunningham asked that Jackie Manz be added to both TracDat and DigitalMeasures. Katie has already provided access to TD. Elaina has already reached out to Cunningham.

Jackie Manz has been in contact no meeting set up as of 12/17/15

12-16-15 Brett Houk SASW Dr. Houk reported that Dr. Tamra Walter has had access issues with TracDat. Hughes reached out to Walter to provide training. The following requests were made regarding DigitalMeasures AFR reports:
1. Request that faculty RNumbers are added to AFR reports.
2. The Chair’s comments are written in a Word document and not saved back in DM. Request that this document is archived/saved in DM.
3. Look into feasibility of an electronic signature, so that faculty do not have to print DM reports, sign them, scan them, and then save them.

This week, OPA completed transcript scanning for four transcripts in Media and Communication and six transcripts in the College of Business. OPA will begin reporting monthly progress beginning in January.

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 (109,305)</td>
<td>45</td>
<td>258</td>
<td>504</td>
<td>1,406</td>
<td>3,214</td>
<td>20,003</td>
<td>80,603</td>
</tr>
</tbody>
</table>

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

Raiders Engaged officially closed Wednesday December 16th. At that time, a total of 435 projects were reported through the Raiders Engaged survey. TTUISD encountered an error in the survey and has not been able to submit outreach and engagement information. Once that data and other data sources are recorded, final numbers will be available. OPA provided the additional service of working with faculty and staff on identifying which types of engagement information to report. OPA presented to the Auxiliary directors group, Student Affairs, Off Site locations, and more. Uploading all responses to the DigitalMeasures Outreach and Engagement screen has resulted in a few identified problems that will need to be addressed in future administrations. The specific anomalies discovered were with “Forms of Engagement” and “Areas of Concern Addressed”. These issues have
been addressed and the data upload should be complete by December 23rd. Despite these issues, the 2015 Raiders Engaged administration was very successful. OPA has already begun working with Dr. Birgit Green on plans for the 2016 administration. A final report for the 2015 data will be available by mid-March 2016 and the strategic planning numbers will be available by mid-January.

- Students are receiving daily emails reminding them to upload artifacts to their iPortfolios. Student responses include questions about how to open an account with Chalk & Wire, and how to upload artifacts. Student interest in training sessions for Spring 2016 has been expressed. Seven unique views of iPortfolio informational videos this past week were measured, for a total of 202 views. A query was sent asking pilot students to indicate how they prefer to be contacted: email, Facebook, Instagram, or Twitter.

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 published two new forms:
  - Proposal for a Distance Education Doctoral Degree Program. This 18-page document is required for any new distance education doctoral degree program that is not on its approved Program Inventory. This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) the Chief Executive Officer, acknowledging agreement to reimburse consultants’ costs; (3) a member of the Board of Regents (or designee), certifying Board of Regents approval for Coordinating Board consideration; or, if applicable, (4) a member of the Board of Regents (or designee), certifying that criteria have been met for Commissioner consideration. Additional information and instructions are available in the Guidelines for Institutions Submitting Proposals for New Doctoral Programs found on the Coordinating Board web site, www.thecb.state.tx.us/newprogramscertificates. Institution officials should also refer to Texas Administrative Code (TAC) 5.46, Criteria for New Doctoral Programs.
  - College Freshman Admission Application. The new application can be found online at www.applytexas.org and is intended for use in applying for Academic Year 2016-1017.

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

- TracDat 5 is fully implemented. Last week, some unexpected technical issues arose that required technical assistance from Nuventive and TTU Information Technology staff. Several customizations have been implemented to better serve degree program coordinators, including setting flag indicators that show the user which tasks need to be completed, and an assessment cycle drop down list option has been added to direct the use to select the appropriate reporting period. OPA is working on an option to present to Genevieve Durham-DeCesaro for Core Curriculum reporting. A unique account for Media and Communications has been created to track their core curriculum called the “Front Porch.” Finally, to better manage evaluation data, OPA created a REDCap survey for submission of rubric analysis. This will allow for safer storage of data as well as provide valuable opportunities for analysis. Evaluations have begun, but could take a few weeks to conclude.

- On December 10th, Ronny Wall, Associate General Counsel, Texas Tech University System, contacted OPA asking if DigitalMeasures could provide Journalism syllabi for courses offered between Fall 2010 – Summer 2013 as a part of an open records request. Due to the mandate specifying that two years of syllabi records be kept available, our office instructs IT to remove access to syllabi in accordance with the law. The request was completed within the same business day.

- OPA has been working with Arzu Ozbek-Akay from the Office of the VPR to obtain 2015 Grant information for upload into DigitalMeasures. The data to be uploaded will span January 1, 2015 –
December 15, 2015. Once the data are received, they will be mapped and cleaned for a
DigitalMeasures work request upload. The upload will take 10 business days and should be ready
for faculty the 1st week of January. Any new information entered into the ORS system between
December 16th – December 31st will be manually entered. This upload will be managed by OPA with
information from ORS.

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

- Information is being compiled and entered into the required spreadsheet for fall 2015 cohort
  outcomes for the PPI grant. The information will be uploaded by January 15th.
- A video for the 2015 West Texas Assessment Conference has been added to the WTAC website.
  - [https://www.depts.ttu.edu/opa/wtac/](https://www.depts.ttu.edu/opa/wtac/)

The Office of Planning and Assessment would also like to announce that Katie Randolph has taken the
position of Senior Director of Assessment at the Texas Tech University Health Science Center. Katie has
worked in OPA for nearly four years, and has been instrumental in the evolution of degree program and
strategic planning assessment. Her commitment helped secure reaffirmation with SACSCOC, and her
contributions helped to advance the culture of assessment throughout the university. Katie was also
instrumental with establishing the Texas Tech Assessment Network and the West Texas Assessment
Conference. OPA is excited for the opportunities that await Katie in her new journey, but will be sad to
see her go. Katie’s last day with OPA will be January 15th.