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 University-Level IE Committee met for the first time on February 11. The committee was introduced to the purpose and charge of the committee and reviewed the Progress Portal website and IE Handbook. The committee members are:

  **Committee Chair:**
  - Darryl James- Committee Chair
  - Jennifer Hughes- Committee Co-Chair

  **Representatives from College Level IE Committees:**
  - Clifton Ellis- College of Architecture
  - Cindy Akers- College of Agricultural Sciences & Natural Resources
  - David Roach- College of Arts & Sciences
  - Jason Rinaldo- Rawls College of Business
  - Janet Froeschle-Hicks- College of Education
  - Audra Morse- College of Engineering
  - David Doerfert- Graduate School
  - Sheila Scott- College of Human Sciences
  - Wendy Humphrey- School of Law
  - Kevin Stoker- College of Media & Communication
  - Kevin Wass- School of Visual & Performing Arts

  **Representatives from Support Service IE Committee:**
  - Sheila Hoover- Libraries
  - Patrick Hughes- Undergraduate Education

  **Ex-Officio Members:**
  - Kathy Austin- Assistant Vice President, Information Technology & Institutional Research
  - Craig Morton- Associate Director, Office of Planning and Assessment

- OPA assisted with the completion of the Institutional Effectiveness Handbook. The handbook was disseminated to the newly developed University-Level IE Committee on February 11. It will be published on the OPA webpage by the end of next week.

- OPA typically resources DigitalMeasures to access Degree Program Coordinator information. However, this information is at times out-of-date due to personnel changes at the departmental level. OPA is contacting each program individually to update the information and to develop an official contact list.
• OPA will begin monitoring eLearning Council minutes to ensure all substantive changes are accounted. Information will be documented in the Substantive Change Excel document that tracks all Substantive Change activity.

• OPA sent out fourteen emails for Accreditation Across Campus updates and has received seven responses with updated information. Changes can be viewed at https://www.depts.ttu.edu/opa/campus_accredidation/campusaccreditation_2016.php.

• DigitalMeasures Activity:

<table>
<thead>
<tr>
<th>(Number of Logs)</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 (116,003)</td>
<td>114</td>
<td>217</td>
<td>487</td>
<td>1,654</td>
<td>33,703</td>
<td>58,761</td>
<td>75,807</td>
</tr>
</tbody>
</table>

• Quality Enhancement Plan: Communicating In a Global Society Weekly Update:
  o The QEP Director position is now open online for applications. The goal is to have the position filled by March 1, 2016.

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

• OPA has begun to work with Dr. Birgit Green and Dr. Kathy Austin on the 2016 Raiders Engaged survey. This will include survey enhancements and usability.
• Students will be notified of the iPortfolio contest on Monday, February 15. We will have two prizes of $250 each.
• A proposal is currently being drafted detailing the assessment of iPortfolio artifacts for the first year pilot. The Core Curriculum Committee members will meet in a computer lab in the Teaching, Learning, and Professional Development Center to assess artifacts at one time. Each committee member will first receive brief training to access Chalk & Wire then each will assess several randomly assigned student artifacts.
• The Online Senior Assessment will be administered immediately after spring break. Once the results come in, OPA will prepare a report and Core Curriculum documentation.

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

• The THECB has released information regarding the “Top Ten Percent Scholarship” award increases for FY16. Students who received an award in fall 2015 are eligible for the award increase. Institutions will need to submit a “Top 10% Scholarship Award Increase Request” to award the additional amount that cannot exceed $1,915 per student. Instructions can be found on the Texas Student Financial Aid Programs Information website under “Program Specific Information.”

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

• The TracDat evaluation and summary reports are now complete. By the end of next week OPA
hopes to have Chair packets created with reports included. Degree Program Coordinator consultations will be scheduled once the Degree Program Coordinator contact list is updated and verified. See first goal for more information about this process.

- OPA worked with Larry Hovey on College of Education reporting. Due to the splitting of Curriculum & Instruction into two departments, some specialty areas are misrepresented by department. It was decided that OPA would validate and, if necessary, change the areas once we received the confirmed information from COE.

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

- In order to better serve the needs on the iPortfolio implementation, OPA worked with the Office of the Provost to establish a FOP that is designated for the iPortfolio. The Office of the Provost committed $13,000 for the first year of the pilot to assist with travel, a student assistant, student training, and more. As funds are needed, the Provost Office will transfer money into the FOP.
- Genevieve Durham DeCesaro contacted OPA to ask for assistance with assisting Humanities with writing an IRB to track student success with CMLL 2305-001, Introduction to Language and Culture: The Humanities in the 21st Century, taught by Dr. Don Lavigne. OPA met with Dr. Lavigne to discuss the methodology and goals.
- OPA has published all Weekly Reports on the OPA webpage. They can be found at https://www.depts.ttu.edu/opa/ie_weekly_reports/ie_weekly_reports.php.