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

- A QEP Advisory Council meeting was held Nov. 17. Major discussion centered around the position description for the Director of the Center for Global Communication. Most areas of the description were agreed upon. However, additional research was requested to determine appropriate compensation level and division of pay between the faculty member’s department and the Provost’s office.
- As a part of the development of the institutional effectiveness structure for Texas Tech University, senior leadership in ASSU/ASSSUs were recently contacted by the Provost Office requesting representatives to serve on the IE Committee for ASSU/ASSSUs. OPA is tracking responses to this email and developing a committee structure. Additionally, an assessment report rubric for ASSU/ASSSUs is being developed for the IE committee to use. This rubric will also be included in the IE Handbook.
- Due to recent events that may garner national attention and the attention of the SACSCOC Board of Trustees, OPA has identified the standards most applicable to operational procedures and grade changes. The relevant standards are: CS 3.13.3- Complaint Procedures, CS 3.4.10- Responsibility for Curriculum, and CS 3.4.5- Academic Policies.
- OPA was asked to provide a report related to justification statements in the CCR. An analysis of variables has been added to that report and is attached.
- DigitalMeasures Activity:

<table>
<thead>
<tr>
<th>Number of Records Added and Edited in the Last...</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 (108,663)</td>
<td>59</td>
<td>78</td>
<td>123</td>
<td>866</td>
<td>2,102</td>
<td>18,460</td>
<td>82,125</td>
</tr>
</tbody>
</table>

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

- Exemplars to be included in the IE Handbook have begun to be evaluated with annotations. Each
program was contacted for permission before the process begun. OPA also needed to wait until the TracDat V transition was completed to run consistent reports. The exemplar reports will be completed soon and ready for the IE Handbook.

- In an effort to provide the university Strategic Planning Committee with relevant and applicable resources to assist in the decision-making process, OPA created individual flash drives for each committee member. The flash drives included a summary of the 60X30TX Strategic Plan, a summary of AAU qualifications, information on Texas’ Core Curriculum requirements, a list of strategic planning terminology, and subfolders related to Best Practices, and existing TTU assessment data.

- LEAP Texas, in association with AAC&U, is actively promoting the Faculty Collaborative Project to engage educators from across the state in conversations about assessment, the Core Objectives and applying the related VALUE Rubrics.
  - Texas is one of five states (along with California, Indiana, Utah, and Wisconsin) participating in the first phase of the Association of American Colleges and Universities’ (AAC&U) Faculty Collaboratives project. The project is being led by LEAP Texas and is sponsored by AAC&U, with funding from the Lumina Foundation and is focusing on creating a state-based, faculty-led “innovation hub” dedicated to advancing curricular reforms that lead to deeper student engagement, and higher retention and graduation rates.
  - The Faculty Collaboratives project aims to support educators in adopting educational practices that have been encouraged by AAC&U and other nationally recognized groups and facilitate networking opportunities where educators can share ideas, assignments, and practices as they employ and customize them.

- CLA+ testing is complete. The five incentives are being sent to recipients by TTU Worldwide eLearning. The incentives were $100 gift cards and a Kliff Kingsbury-signed TTU football.

- 116 (mostly unique) submissions have been received through Raiders Engaged. Data are being cleaned daily to determine duplicate entries and accuracy of data.

- The Raiders Engaged Three-Year Summary is complete and has been uploaded to the OPA website, http://www.depts.ttu.edu/opa/oem/outreachandengagement.php. The report is intended to assist the newly formed Outreach and Engagement Committee with operational definitions.

- Courses for CAAP testing are being identified and faculty are being contacted regarding their participation in testing. So far, our office has contacted SOC, PSY, ART, and AAEC with positive support. We are still working to identify a GEOL section and several other capstones as the spring course schedule fills up.

- The iPortfolio project has recently accelerated its efforts. OPA has begun to recruit new participants. Hopefully, the College of Media and Communication will be included as a pilot program for 2016-2017. Students will soon be encouraged to begin uploading artifacts for assessment. It is critical that this begins before the end of the year. Placeholder rubrics will be used in the event that the Core Curriculum Committee is unable to finalize rubrics in time. To assist students with the uploading process, a number of short videos have been created with closed-caption on OPA’s YouTube page. The next step will be to load them onto the OPA webpage designated for iPortfolio. The video topics 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 iPortfolio in C&W.
  - How do I add text to my iPortfolio?
  - How do I add an image to my iPortfolio?
  - How do I add a YouTube video to my iPortfolio?
  - How do I add a mathematical formula to my iPortfolio?
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 released their Student Financial Aid in Texas Higher Education report for FY 2014. Students enrolled in Texas institutions of higher education in 2013-2014 and who applied for need-based assistance received a total of $9.43 billion in the form of grant aid ($4.47 billion) such as grants and scholarships that do not have to be repaid, work-study awards ($0.06 billion) where needy students work part-time through the financial aid office, and loans ($4.90 billion) that are paid back—usually with interest—over time. The Federal Government provided 71.1% of the aid received.

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

- OPA met with the following department chairs this week:

<table>
<thead>
<tr>
<th>Department</th>
<th>Primary issues address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology and Sport Management</td>
<td>Chair requests that assessment reporting should be mandated twice a year, rather than a single deadline</td>
</tr>
<tr>
<td>Economics</td>
<td>Chair prefers the assessment expectations reporting document compared to previous assessment cycles; expectations are clearly stated. “If you tell me what to do, I'll do it.”</td>
</tr>
<tr>
<td>Geology and Geography</td>
<td>No issues identified as areas for improvement</td>
</tr>
</tbody>
</table>

- TTU Worldwide eLearning continues to work closely with OPA on the development of an effective and meaningful assessment plan. OPA worked this week with TTU Worldwide eLearning to finalize the process for online degree program assessment reporting. OPA will manage the majority of communication with each program since these programs have face-to-face equivalent programs with the same coordinator managing reporting for both programs. TTU Worldwide eLearning will reinforce OPA’s communication as well as work with coordinators to ensure assessment procedures are in place appropriately.

- There has been significant outreach over the past couple of weeks regarding faculty issues. Nutrition Sciences explored a new report that would simplify their faculty data collection. Computer Science and Civil, Environmental, and Construction Engineering (CECE) departments were presented the new DigitalMeasures interface and changes to Annual Reports. The importance of recording scholarship, research, and service was presented to Dr. Valarie Paton’s EDHE 6310 class. And, the College of Education was presented data for the 18 Characteristics in preparation for their sixth year review in 2016.

- OPA is very pleased to announce that TracDat V has been fully implemented. An email was sent to Degree Program Coordinators informing them that the transition was successfully updated and that access will be limited until training is completed in the spring. OPA looks forward to the
opportunities that the new interface will provide and looks forward to presenting the software to stakeholders across the campus.

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

- An overall WTAC evaluation summary is being developed. This report will summarize data received from surveys on the overall functionality and success of this year’s conference.
- A number of revisions to the OPA website were completed including updated staff bios and correcting contact information for institutional SACSCOC liaison.
- Friday, November 20, five members of the OPA staff were recognized with a team award at the Distinguished Staff Awards ceremony. Each of the staff awarded have worked in the office for at least the past year. OPA is honored and grateful for this award and thanks Jodie Billingsley for the nomination.
- The Law School JD program was chosen as the Spring 2016 Assessment Spotlight Champion based on their extensive efforts to align with institutional requirements. An article will be written soon and included in an OPA newsletter and posted on the OPA website acknowledging their efforts.
- Planning for the West Texas Assessment Conference 2016 has begun. A conference call has been scheduled to address preliminary planning needs.