QUALITY ENHANCEMENT PLAN
DEVELOPMENT COMMITTEE

Meeting #29
June 9, 2015
4:00 PM – 5:00 PM
Provost’s Conference Room

AGENDA

I. Call to Order & Welcome
   Smith

II. SLOs and Assessments—Vote on SLO 2
    Smith

III. Next Steps
     Smith

IV. Other Business
    Smith

V. Next Meeting
   Smith

VI. Adjournment
    Smith
1. Once you have revised your SLOs so that they express what students will learn (rather than what students will produce) and so that they are observable or quantifiable, meaningful, and student-centered, consider using a pre-post test model that compares freshmen/transfer student samples of an indirect and a direct assessment activity with graduating student samples on these activities to determine value added during a TTU student's experience.

2. Rather than use the Global Competence Aptitude Assessment for indirectly measuring achievement of global awareness, consider using the Global Perspective Inventory (GPI). The GPI measures holistic student development, and is more aligned to the definition of global awareness expressed by many faculty and staff members that the Committee interviewed.

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<tr>
<th>STUDENT LEARNING OUTCOME</th>
<th>ASSESSMENTS</th>
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<tr>
<td>Learning Outcome 1 (LO1: addressing learning improvement in knowledge and skills). Texas Tech students will learn competent communication skills as defined within individual disciplines in order to communicate effectively in multiple cultural contexts.</td>
<td>Faculty groups selected for the task will evaluate student written work, oral presentations, class participation, and other evidence that indicates ability to adapt different communication modes to distinct global contexts. Rubrics adapted from the AAC&amp;U Value Rubrics are in preliminary stages of development.</td>
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<td>TTU is piloting a student e-portfolio program that should allow student produced artifacts to be accessed randomly for evaluation.</td>
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<td>Oral communication will be assessed using the Competent Speaker Speech Evaluation Form from the National Communication Association. This assessment instrument may be used for before and after assessment in communication intensive courses or comparative first-year and fourth-year groups to measure improvement in oral communication skills and specifically with reference to applications to global communication.</td>
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<td>Targeted assignments will be utilized in communication intensive courses to evaluate students' capability to communicate effectively in multiple cultural contexts. Artifacts to be assessed may be hard copy, digital, or any other form suitable for assessment. Faculty groups will conduct assessment on a random sample of similar artifacts.</td>
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**Learning Outcome 2 (LO2: addressing positive change in perceptions/attitudes).** Texas Tech students will be able to competently describe and analyze their development of global awareness and communication skills.

OR

Texas Tech students will be able to competently describe and analyze their development of communication skills in multiple cultural contexts.

Texas Tech University will administer the Global Perspective Inventory (GPI) to a random sample of 100 students in Raider Ready (First Year Experience) classes to determine their level of cultural awareness as defined by the following competencies: understands cultural diversity, appreciates difference, practices open mindedness, is knowledgeable about important global issues, expresses self-knowledge based on personal attitudes and behaviors with respect to others. The survey to be used as a baseline to be compared with a similar survey to be administered to a similar sample of graduating senior students who are completing on-campus degree programs to determine the extent to which improvement has occurred during the student’s time at Texas Tech University. If numbers warrant, similar surveys will be administered to online undergraduate students, as well.

<table>
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<tr>
<th>Evaluation of student responses to course specific targeted examination questions given in multicultural courses.</th>
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<tr>
<td>Evaluation of student-produced artifacts in multicultural courses and/or communication intensive courses. Evaluation to follow rubrics designed specifically to identify student awareness of global systems and their role in them. Rubrics will be adapted and modified from AAC&amp;U Value Rubrics for intercultural competence and Global Learning.</td>
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**Learning Outcome 3 (LO3: addressing application of knowledge and skills).** Through curricular and co-curricular activities, students will articulate global awareness and openness to differences in culture and context among diverse human groups.

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<th>Evaluation of student responses to targeted questions on examinations given in communication intensive or multicultural courses that reveal student sensitivity to differences in culture and context among diverse human groups.</th>
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<tr>
<td>Evaluation of student produced artifacts that demonstrate ability to understand and adapt communications to different global contexts. Evaluation to follow rubrics designed specifically to identify student ability to adapt communication for distinct global contexts.</td>
</tr>
<tr>
<td>Evaluation of student oral presentations, class participation, and other evidence that indicates ability to adapt different communication modes to distinct global contexts.</td>
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REPORTS SUBMITTED FOR COMMITTEE OR COMMISSION REVIEW

Policy Statement

Institutions accredited by the Commission on Colleges are requested to submit various reports to an evaluation committee or to the Commission's Board of Trustees for review. Those reports include:

- Response Report to the Visiting Committee
- Monitoring Report or Referral Report

When submitting a report, an institution should follow the directions below, keeping in mind that the report will be reviewed by a number of readers, most of whom will be unfamiliar with the institution.

Information Pertaining to the Preparation of All Reports

Preparation of a Title Page

For any report requested, an institution should prepare a title page that includes the following:

1. Name of the institution
2. Address of the institution
3. Dates of the committee visit (not applicable for the Referral Report)
4. The kind of report submitted
5. Name, title, and contact numbers of person(s) preparing the report

Presentation of Reports

For any report requested, an institution should

1. For print copies, copy all documents front and back, double-space the copy, and use no less than an 11 point font. If the report requires binding beyond stapling, do not submit the report in a three-ring binder. Ring binders are bulky and must be removed before mailing to the readers.

2. For electronic copies, copy the report and all attachments onto an electronic memory device (e.g., external hard-drive, DVD, CD, or flash/thumb drive). Provide the name of the person who can be contacted if the readers have problems accessing the information. Provide one print copy of the response without the attachments.

Each electronic memory device smaller than 4" by 4" should be submitted in a paper or plastic envelope not smaller than 4 x 4 inches and the envelope should be labeled with the name of the institution, the title of the report, and the list of document contents. The electronic memory device should be labeled with the name of the institution and the title of the report.
Each electronic memory device larger than 4” by 4” should be in a paper or plastic envelope and clearly labeled with the name of the institution, the title of the report, and the list of document contents. The electronic memory device should be labeled with the name of the institution and the title of the report.

3. Provide a clear, complete, and concise report. If documentation is required, ensure that it is appropriate to demonstrating fulfillment of the requirement. Specify actions that have been taken and, when possible, document their completion.

4. When possible, excerpt passages from text and incorporate the narrative into the report. Provide definitive evidence, not documents that only address the process (e.g., do not include copies of letters or memos with directives).

5. Specify actions that have been taken and provide documentation that such actions have been completed. Avoid vague responses indicating that the institution plans to address a problem in the future. If any actions remain to be accomplished, the institution should present an action plan, a schedule for accomplishing the plan, and evidence of commitment of resources for accomplishing the plan.

6. When possible and appropriate, provide samples of evidence of compliance rather than all documents pertaining to all activities associated with compliance.

7. Reread the report before submission and eliminate all narrative that is not relevant to the focus of the report. If sending electronic copies, ensure that all devices are virus free and have been reviewed for easy access by reviewers external to your institution.

Information Specific for the Response to the Visiting Committee Report

Definition: A Response Report addresses the findings of a visiting committee. It provides updated or additional documentation regarding the institution’s compliance with the Principles of Accreditation.

Audience: The Response Report, along with the Committee Report and other documents, is reviewed by the Commission on Colleges’ Board of Trustees and is subject to the review procedures of the Commission’s standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Report Presentation: Structure the response so that it addresses committee recommendations in the order that they appear in the report. Tabs should separate each response to a recommendation.

For each recommendation, provide the number of the Core Requirement, Comprehensive Standard, or Federal Requirement and state the recommendation exactly as it appears in the visiting committee report. Describe the committee’s concerns that led to the recommendation by either summarizing the concerns or inserting verbatim the complete narrative in the report pertaining to the recommendation. Provide a response with documentation.

Due Date: The Response Report is due on the day indicated in the transmittal letter from Commission staff accompanying the visiting committee report.

Number of Copies: See the transmittal letter from Commission staff accompanying the visiting committee report.
Information Specific to the Preparation of a Monitoring Report or a Referral Report

Definition: These reports address recommendations and continued concerns of compliance usually identified by the Committee on Compliance and Reports or the Executive Council (or, for a Referral Report, identified by the Committee on Fifth-Year Interim Reports). It usually follows the C & R Committee's review of an institution's response to a visiting committee report.

Audience: The Monitoring Report and the Referral Report are reviewed by the SACSCOC Board of Trustees and are subject to the review procedures of the Commission’s standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Report Presentation:  

For a Monitoring Report, structure the response so that it addresses committee recommendations in the order that they appeared in the report. Tabs should separate each response to a recommendation.

For each recommendation, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement, the number of the recommendation, and the recommendation exactly as it appeared in the visiting committee report; (2) provide a brief history of responses to the recommendation if more than a first response (to include an accurate summary of the original concerns of the visiting committee, a summary of each previous institutional response and an explanation of what had been requested by the Commission); (3) cite verbatim the current request of the Commission that is related to the recommendation (reference notification letter from the President of the Commission); and (4) prepare a response to the recommendation.

For a Referral Report, structure the response so that it addresses the concerns described in the letter from the Commission’s President in the order that they appeared. Tabs should separate each response to each standard cited.

For each standard cited, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement exactly as it appeared in the letter; (2) cite verbatim the current request of the Commission that is related to the standard cited (reference notification letter from the President of the Commission); and (3) prepare a response to the recommendation.

Due Date: The Monitoring Report and the Referral Report are due on the date specified in the notification letter sent by the President of SACSCOC. Requests for extensions to the date must be made to the President of SACSCOC two weeks in advance of the original due date. (See Commission policy “Deadlines for Submitting Reports.”)

Number of Copies: See the letter from the President of SACSCOC requesting the Report.

Document History:
Edited and Revised for the Principles of Accreditation: December 2003