

Administrative and Educational Support Report

Division of Academic Affairs

**Annual Action Plan
Annual Assessment Report**

June 2004 – May 2005



Annual Action Plan: June 1, 2004–May 31, 2005

Unit: Division of Academic Affairs

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master's and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: Academic Affairs **Unit Head:** Rodolfo Arévalo

Unit Mission: The Division of Academic Affairs fulfills and supports the mission of The University of Texas–Pan American by providing academic leadership to the University. The Division is committed to ensuring excellence in all academic programs by developing and maintaining outstanding faculty and by working collaboratively with other units within the University and the community-at-large.

The primary purpose is to provide an exceptional teaching/learning experience, designed to meet the changing needs of our students through the creation of a student-centered, intellectually stimulating, multicultural learning environment that promotes lifelong learning and intellectual investigation.

Unit Goal: Provide a variety of quality academic programs grounded in the liberal arts that cultivate active learning, critical thinking, and interdisciplinary perspectives.

Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

Link to UTPA Goal(s): 1: Ensure undergraduate student access and success

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Improvement of teacher preparation programs and certification pass rates (1)	2	By the end of spring 2005, 100% of revised teacher certification programs that are available through the State Board of Educator Certification (SBEC) and pertinent to UTPA will be submitted to and approved by the Texas Higher Education Coordinating Board (THECB).	<p>Review the status of all teacher certification programs.</p> <p>Notify departments if teacher certification programs need to be revised.</p> <p>Submit revised programs to the THECB for approval.</p>	In June 2004, the Office of the Assistant Vice President for Undergraduate Studies (AVPUGS) will review the total number of revised teacher certification programs and compute the percentage approved by the THECB.	None

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		By the end of AY 2004-2005, the pass rate on the content and pedagogy portions of the TExES examination for first-time test takers will increase to 90%.	Require the alignment of the curriculum in each teacher preparation program with TExES Standards and the TEKS. Provide a variety of opportunities for first-time test takers to prepare for the TExES examination.	In August 2005, the Office of the AVPUGS will compute the pass rate of all first-time test takers for AY 2004-2005.	None
		By the end of AY 2004-2005, the pass rate on the TExES examination for program completers will increase from 70% (AY 2003) to 80%.	Identify the cohort of program completers for 2003-2004. Obtain data from the State Board of Educator Certification for the program completers.	In May 2005, the Office of the AVPUGS will compute the pass rate of program completers for AY 2004-2005 and compare the results to AY 2003-2004 data.	None
Expansion of learning communities project (4)	2	By the end of AY 2004-2005, the learning communities project will expand by increasing the number of learning communities from 12 to 18 (paired courses).	Encourage the colleges to design and plan learning communities. Approve new learning community paired courses.	In August 2005, the Office of the AVPUGS will compare the number of learning communities offered in AY 2004-2005 to the number offered in AY 2003-2004.	None
Approval and initiation of freshman success course (5)	2	By August 2005, 50% of first-time, full-time students who entered UTPA during Fall 2004, Spring 2005 and Summer 2005 and with less than 30 semester hours of college credit will have enrolled and participated in the Learning Framework course and in a Learning Community.	Provide a Learning Framework course for entering freshmen. Provide professional development activities for faculty and staff who teach the Learning Framework and Learning Community courses. Monitor the effectiveness of the Learning Framework course.	In August 2005, the Office of the AVPUGS will determine the percentage of full-time, first-time students enrolled during 2004-2005 who participated in the Learning Framework course and in a Learning Community.	Title V funding

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Unit Goal:	Provide a variety of quality academic programs grounded in the liberal arts that cultivate active learning, critical thinking, and interdisciplinary perspectives.
Link to UTPA Goal(s):	Develop and coordinate an ongoing planning, evaluation, and dissemination process designed to ensure academic excellence. 1: Ensure undergraduate student access and success 2: Enhance graduate education and research 3: Improve UTPA's organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Assessment of discipline-based learning outcomes (6)	2, 4, 7	By August 2005, 90% of graduate and undergraduate discipline-based programs will have conducted an assessment of their majors using the student learning outcomes assessment plans developed during AY 2003-2004.	Implement the process for systematically assessing student learning outcomes in the disciplines (majors). Provide assistance and support to programs/majors in developing/acquiring instruments for assessing students in their major. Analyze results and provide feedback.	In August 2005, the Offices of the Associate Vice President for Graduate Studies and the Assistant Vice President for Undergraduate Studies will compute the percentage of programs that assessed their student learning outcomes during AY 2004-2005.	Released time/compensation; cost of instruments

Unit Goal:	Facilitate excellence in scholarship, research, and/or creative activities for the enhancement of knowledge that can be shared with the public through presentation, publication, or performance.
Link to UTPA Goal(s):	2: Enhance Graduate Education and Research

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Improvement of faculty scholarly research and external research support (3)	5	Increase the level of research dollars to \$5 million by the end of AY 2004-2005.	Promote the concept of a research culture. Improve the capability of the Office of Research and Sponsored Projects to support efforts to increase research capacity and productivity.	In August 2005, the Office of the Associate Vice President for Research will compute the level of funding awarded or allocated to research in AY 2004-2005.	Funding for additional staff, workshops, travel, staff training, student assistantships; office space for new staff

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Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
			Increase the level of support provided to the faculty by the Office of Research and Sponsored Projects.		
		Increase the level of faculty involvement in scholarly research during AY 2004-2005 by 10% over AY 2003-2004.	<p>Support the professional development of the faculty as researchers.</p> <p>Increase the number of faculty members submitting a three-year plan for scholarship.</p> <p>Provide space, equipment and materials for research activities.</p> <p>Recognize and reward faculty members for commitment to research activities.</p>	The Office of the Associate Vice President for Research will determine the level of faculty involvement in scholarly research in AY 2004-2005 and compare the results to AY 2003-2004 data.	<p>Funding for workshops, speakers, travel</p> <p>\$200,000</p> <p>Funding for research space, equipment, materials</p> <p>Local funding for awards</p>

Unit Goal:

Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

Link to UTPA Goal(s):

1: Ensure undergraduate student access and success

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Establishment of university student advisement program (2)	2	A plan for a coordinated student advising program will be completed by May 2005.	<p>Appoint representatives from Academic Affairs to an ad hoc student advising committee.</p> <p>Ad hoc committee members will review and discuss student advising activities.</p>	Approval by the President of the new student advising plan by June 2005.	<p>None</p> <p>\$5,000 to fund travel and materials for committee members representing Academic Affairs</p>

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			<p>Ad hoc committee members will develop a student advising plan.</p> <p>Submit the plan to the Council of Deans for review and approval.</p> <p>Submit the plan to the President's Council for campus approval.</p>		None

Unit Goal:

Develop and coordinate an ongoing planning, evaluation, and dissemination process designed to ensure academic excellence.

Link to UTPA Goal(s):

3: Improve UTPA's organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Improvement of strategic planning process (7)	7	By August 2005, the Division of Academic Affairs will identify the level of resource allocation that is based on the annual planning priorities of academic units and their most recent annual assessment report.	<p>Develop plan (strategies and guidelines).</p> <p>Present plan to senior administrators, deans, directors.</p> <p>Implement the plan.</p> <p>Report results to the Council of Deans and to Provost's Planning Conference participants.</p>	In fall 2004, the Office of the Provost will develop and implement a plan for linking the division's strategic planning and assessment process to the budgeting process. The effectiveness of the plan in measuring the level of resource allocation based on systematic planning and assessment will be analyzed in spring 2005 following the annual budget hearings conducted by the Provost.	None



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Division: **Academic Affairs** **Unit Head:** **Rodolfo Arevalo**

Unit Mission: Provide a variety of quality academic programs grounded in the liberal arts that cultivate active learning, critical thinking, and interdisciplinary perspectives.
Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

Unit Goal: Coordinate the strategic planning and academic program review processes for the Division of Academic Affairs.

Link to UTPA Goal(s): 1. Ensure undergraduate student access and success

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improvement of teacher preparation programs and certification pass rates. (1)	2	By the end of spring 2005, 100% of revised teacher certification programs that are available through the State Board of Educator Certification (SBEC) and pertinent to UTPA will be submitted to and approved by the Texas	In June 2005, the Office of the Assistant Vice President for Undergraduate Studies (AVPUGS) will review the total number of revised teacher certification programs and compute the percentage approved by	Fifteen teacher preparation programs (75%) of the 20 that were available for 2004-2005 with new standards were submitted and approved by SBEC and THECB. Five programs (25%) were not developed.	The faculty in the five programs that need to be revised began work on revisions during Spring 2005. Plans for development of eight (8) new programs that will become available in

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		Higher Education Coordinating Board (THECB).	the THECB.	Criterion was not met.	Fall 2005 have been made.
		By the end of AY 2004-2005, the pass rate on the content and pedagogy portions of the TExES examination for first-time test takers will increase to 90%.	In August 2005, the Office of the AVPUGS will compute the pass rate of all first-time test takers for AY 2004-2005.	70.1% of the total pool of eligible students who took the Pedagogy and Professional Responsibilities (PPR) during 2004-2005 passed the examination. 79.5% of the students who took the PPR examination passed after several attempts.	The timeline for when students are encouraged to take the PPR examinations was revised. As a result of restructuring, the Office of Teacher Certification was reassigned to the College of Education. The Office of Undergraduate Studies will no longer be responsible for TExES examination activities or curriculum issues.
		By the end of AY 2004-2005, the pass rate on the TExES examination for program completers will increase from 70% (AY 2003) to 80%.	In May 2005, the Office of the AVPUGS will compute the pass rate of program completers for AY 2004-2005 and compare the results to AY 2003-2004 data.	The pass rate for “program completers” on <u>all assessments</u> for completion year 2004 was 77%. The pass rate for <u>academic content areas</u> was 80% and for <u>Professional Knowledge/ Pedagogy (PPR)</u> was 83%. (Program completer as defined by Title II means a student who has completed all	As a result of restructuring, the Office of Teacher Certification was re-assigned to the College of Education. The Office of Undergraduate Studies will no longer be responsible for TExES examination activities.

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				program requirements for certification)	
Expansion of learning communities project. (2)	7	By the end of AY 2004- 2005, the learning communities project will expand by increasing the number of learning communities from 12 to 18 (paired courses).	In August 2005, the Office of the AVPUGS will compare the number of learning communities offered in AY 2004-2005 to the number offered in AY 2003-2004.	In 2002-2003, a total of 17 pairs of Learning Communities were offered. In 2004-2005, a total of 24 pairs of Learning Communities were offered. Criterion was met.	A total of 42 pairs of Learning Communities are scheduled for Fall 2005. Of these, 9 were paired with UNIV 1301—Learning Framework. University Retention Advisement Program (URAP) Student Development Specialists (SDSs) participated in the recruitment of students for enrollment in Learning Communities.
Approval and initiation of freshman success course. (3)		By August 2005, 50% of first-time, full-time students who entered UTPA during Fall 2004, Spring 2005 and Summer 2005 and with less than 30 semester hours of college credit will have enrolled and participated in the Learning Framework course and in a Learning Community.	In August 2005, the Office of the AVPUGS will determine the percentage of full-time, first-time students enrolled during 2004- 2005 who participated in the Learning Framework course and in a Learning Community.	As of June 2005, 83% of Fall 2004 entering freshmen cohort had enrolled and participated in UNIV 1301—Learning Framework course. Thirty-five percent of the Spring 2005 cohort of entering freshmen enrolled for the course in Spring 2005. The retention rate of the Fall 2004 entering freshmen cohort from Fall 2004 to Spring 2005 was 91.7%. Sixty-two percent (62%) of the Fall 2004 entering	More active recruitment strategies to enroll more Fall 2005 entering freshmen in UNIV 1301 during the Fall term were implemented during Spring and Summer 2005. Title V-HSI staff participated in 3 freshmen orientation sessions from March through May 31, 2005. URAP SDSs and Director participated in

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				<p>freshman cohort is enrolled for Fall 2005.</p> <p>Criterion has been met and exceeded.</p>	<p>recruitment of students for UNIV 1301 during Orientation and team-taught the UNIV 1301 course during Fall 2004 and Spring 2005.</p> <p>Associate VP for Undergraduate Studies obtained approval from Provost for the hiring of an additional full-time faculty member to teach UNIV 1301.</p>

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Develop and coordinate an ongoing planning, evaluation, and dissemination process designed to ensure academic excellence.

1. Ensure undergraduate student access and success
2. Enhance graduate education and research
3. Improve UTPA's organizational effectiveness

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Assessment of discipline-based learning outcomes. (4)	2, 4, 7	By August 2005, 90% of graduate and undergraduate discipline-based programs will have conducted an assessment of their majors using the student learning outcomes	In August 2005, the Offices of the Associate Vice President for Graduate Studies and the Assistant Vice President for Undergraduate Studies will compute the percentage of programs	90% of 61 discipline-based programs/majors conducted assessment of graduating seniors during Spring 2005. Five (5) percent conducted their assessment in Fall 2004. Student Learning	The timelines for assessment of majors were revised to conduct assessment twice each academic year (Fall and Spring) rather than once a year, every other year.

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		assessment plans developed during AY 2003-2004.	that assessed their student learning outcomes during AY 2004-2005.	Outcomes Assessment Reports were submitted by each unit. The criterion was met.	The assessment process to be implemented during AY 2005-2006 was revised. Plans for meeting individually with program coordinators to modify assessment process beginning September 2005 were developed.

Unit Goal:	Facilitate excellence in scholarship, research, and/or creative activities for the enhancement of knowledge that can be shared with the public through presentation, publication, or performance.
Link to UTPA Goal(s):	2. Enhance graduate education and research

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improvement of faculty scholarly research and external research support. (5)	5	Increase level of research dollars to \$5 million by the end of AY 2004-2005.	In August 2005, the Office of the Associate Vice President for Research will compute the level of funding awarded or allocated to research in AY 2004-2005.	Research expenditures have increased as follows: 1997 – 1,547,000 1998 – 1,664,000 1999 – 1,842,000 2000 – 1,698,000 2001 – 2,279,000 2002 – 2,336,000 2003 – 2,920,000 2004 – 3,747,000 estimated 2005 –	A change in the workload policy was proposed to the UT System and Board of Regents to reduce the standard teaching load from 12-12 to 9-9 with 3-3 load for research.

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				5,000,000+ We were ranked 374 in FY2004.	
		Increased level of faculty involvement in scholarly research during AY 2004-2005 by 10% over AY 2003-2004.	The Office of the Associate Vice President for Research will determine the level of faculty involvement in scholarly research in AY 2004-2005 and compare the results to AY 2003-2004 data.	<p>The number of faculty has increased: 142 faculty members received released time to work on research projects. This led to 102 proposals (82 of the proposals were generated by 40 faculty members in COSE).</p> <p>Number of faculty involved in externally funded activities:</p> <p>FY 03 – 130 awards, 73 faculty members, 334 FTE, 23% of faculty.</p> <p>FY04 – 193 awards 84 tenure/ tenure track faculty members holding grants; number of FTE 362 – 23%. FY05 data due September 2005.</p>	<p>The existing Presidential /Provost work load reduction for Research will be honored Fall 2005 and further action will be taken for Spring 2006 based on System and regents actions.</p> <p>Deans have been asked to gather baseline data on scholarly works.</p>

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Link to UTPA Goal(s):

student population.
1. Ensure undergraduate student access and success

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Establishment of university student advisement program. (6)	2	A plan for a coordinated student advising program will be completed by May 2005.	Approval by the President of the new student advising plan by June 2005.	Faculty Advisor Directory was completed and distributed. Noel Levitz and National Academic Advisement Association (NACADA) Advisor training videos have been reviewed by University Retention Advisement Program (URAP) staff.	Faculty Advisor Directory is now reviewed by Associate Deans in effort to obtain accurate information. Training material was ordered for advisement training.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle:	
Salaries for Learning Frameworks faculty	\$206,000
Student Learning Assessment	95,001
Academic Advisement	235, 637