

# **Administrative and Educational Support Report**

**Office of Academic Assessment**

**Annual Action Plan  
Annual Assessment Report**

**June 2004 – May 2005**



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

**Unit:** Office of Academic Assessment

**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:** Susan B. Hancock

**Unit Mission:** The purpose of the Office of Academic Assessment at The University of Texas–Pan American is to coordinate systematic planning and evaluation processes that demonstrate the ongoing commitment of the educational programs, administrative units, and support services in the Division of Academic Affairs to academic quality and effectiveness.

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

**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
Completion of first cycle of academic program review (1)	7	During AY 2004-2005 coordinate finalization of the academic program review process in the College of Business Administration (COBA) by the Program Review Committee.	Advise and provide staff support for the Program Review Committee (PRC).  Maintain contact with COBA programs.  Edit subcommittee reports.  Finalize and distribute	The Director of Academic Assessment (DAA) will distribute copies of the nine Program Review Committee reports for the College of Business Administration to the dean, department chairs, and program coordinators by May 31, 2005.	None

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			PRC reports.		
		During AY 2004-2005, initiate the review of the fifteen College of Education (COE) academic programs by the Program Review Committee.	<p>Advise and provide staff support for the Program Review Committee (PRC).</p> <p>Maintain contact with COE programs.</p> <p>Edit subcommittee reports.</p>	By the end of fall 2004, the Director of Academic Assessment will have received subcommittee drafts of at least three Program Review Committee reports for College of Education programs.	None
Preparation for the second cycle of academic program review (2)	7	Initiate planning in AY 2004-2005 for the second cycle of academic program review.	<p>Present an action plan for the planning process to the Program Review Committee (PRC) for approval.</p> <p>Involve former members of the PRC in the planning process.</p> <p>Provide research and staff support to the planning group.</p> <p>Consult with, and inform, the Provost on a regular basis.</p>	By June 2005, the Program Review Committee will present to the Provost a proposal for conducting the second cycle of academic program review.	None
Integration of strategic planning, academic program review, and student learning outcomes assessment processes (3)	7	Revise the 2004-2005 annual assessment report form to incorporate the results of student learning outcomes assessment conducted by academic departments in AY 2003-2004.	<p>Consult with the AVPs for graduate and undergraduate studies.</p> <p>Consult with the Provost.</p> <p>Revise the annual assessment report form and the guidelines for</p>	The Director of Academic Assessment will obtain approval from the Provost for the revised report form and accompanying guidelines by April 2005. The revised form and guidelines will be	None

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			preparing the report.	distributed to academic departments by mid-April 2005.	
Determination of status of division in complying with SACS/COC requirements and standards (4)	7	Conduct a preliminary review of the status of the Division of Academic Affairs in complying with the new SACS Commission on Colleges requirements and standards pertaining to educational programs in preparation for the next external review of the University by the commission.	<p>Draft an action plan for the review.</p> <p>Obtain approval from the Provost for the action plan.</p> <p>Present the action plan to academic administrators.</p> <p>Implement the action plan.</p> <p>Collect the results of the review.</p>	The Director of Academic Assessment will submit an analysis of the preliminary review to the Provost by August 31, 2005.	None



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Completion of first cycle of academic program review (1)	7	During AY 2004-2005 coordinate finalization of the academic program review process in the College of Business Administration (COBA) by the Program Review Committee.	The Director of Academic Assessment (DAA) will distribute copies of the nine Program Review Committee reports for the College of Business Administration to the dean, department chairs, and program coordinators by May 31,	By May 31, the Program Review Committee (PRC) had conditionally approved the reports for the following five business programs: <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Computer Information Systems</li> <li>• Management</li> <li>• Marketing</li> </ul>	Subcommittee III has been assigned the presentation of the Economics report for full committee review in fall 2005 and the review of the Finance and International Business programs in 2005-2006.  The business dean has

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			2005.	<ul style="list-style-type: none"> <li>MBA.</li> </ul> <p>Subcommittee III is awaiting a response in summer 2005 by the department chair to a request for additional information before it submits the Economics report.</p>	been reminded that one self-evaluation report is overdue.
		During AY 2004-2005, initiate the review of the fifteen College of Education (COE) academic programs by the Program Review Committee.	By the end of fall 2004, the Director of Academic Assessment will have received subcommittee drafts of at least three Program Review Committee reports for College of Education programs.	A preliminary draft of the Bilingual Education report has been submitted by Subcommittee I and edited. Subcommittee II initiated the review of the Educational Leadership program.	It was recommended at the final PRC meeting in May that Subcommittee I seek additional information about the Bilingual Education program from the director of the program before submitting the report for full committee review in the fall.
Preparation for the second cycle of academic program review (2)	7	Initiate planning in AY 2004-2005 for the second cycle of academic program review.	By June 2005, the Program Review Committee will present to the Provost a proposal for conducting the second cycle of academic program review.	The objective was not met.	With nineteen reviews to be completed in the current cycle, initiation of planning for the next cycle of review was considered to be premature.
Integration of strategic planning, academic program review, and student learning outcomes assessment processes	7	Revise the 2004-2005 annual assessment report form to incorporate the results of student learning outcomes assessment	The Director of Academic Assessment will obtain approval from the Provost for the revised report form and accompanying	During the development this spring of an annual assessment report form for the institution, the recommendation to add two more sections to the	Part one of the annual assessment report was prepared for each of the 61 academic units between April and May and distributed to the

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(3)		conducted by academic departments in AY 2003-2004.	guidelines by April 2005. The revised form and guidelines will be distributed to academic departments by mid-April 2005.	<p>form for academic units was approved. Thus, part one of the report addresses assessment of strategic planning efforts (all units). In previous years, each academic unit was required to submit the Academic Affairs narrative assessment report.</p> <p>Part two of the institutional assessment report addresses student learning outcomes assessment for undergraduate and graduate programs. The table for this section of the report was developed by the Associate Vice President for Undergraduate Studies and incorporated into the larger report.</p> <p>Part three of the annual assessment report requires academic departments whose programs have been reviewed by the Program Review Committee to report on the status of</p>	<p>units in May.</p> <p>Part two of the report was distributed by the Office of Undergraduate Studies</p> <p>Beginning in May, part three of the report was prepared for the 23 academic departments that will have to respond to program review recommendations for one or more undergraduate or graduate programs.</p>

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				<p>their efforts to address any committee recommendations for program improvement. In previous years, efforts to address program review recommendations were described in Table I.C of the Academic Affairs annual assessment report form.</p>	
<p>Determination of status of division in complying with SACS/COC requirements and standards (4)</p>	<p>7</p>	<p>Conduct a preliminary review of the status of the Division of Academic Affairs in complying with the new SACS Commission on Colleges requirements and standards pertaining to educational programs in preparation for the next external review of the University by the commission.</p>	<p>The Director of Academic Assessment will submit an analysis of the preliminary review to the Provost by August 31, 2005.</p>	<p>The task of conducting a preliminary compliance review was superseded by the initiation of the institution's internal review for SACS reaccreditation.</p> <p>The director was appointed in August 2004 to the SACS Leadership Team, Compliance Certification Team and Quality Enhancement Plan Team, and serves on the SACS Executive Committee. All of these groups have been functioning since September or October.</p> <p>Members of the Compliance Certification Team are assigned to</p>	<p>The matrix of responsibility distributed to members of the Compliance Certification Team (CCT) in February was updated in May to provide deadlines for the submission of compliance reports.</p> <p>The presentation of report drafts by CCT members began in May.</p>

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				review and report on specific SACS requirements or standards in preparation for the submission of the compliance certification document to SACS in September 2006.	

**Additional Resources Needed (if any) that were requested for FY06 during the budget cycle: None**