

Administrative and Educational Support Report

College of Education

**Annual Action Plan
Annual Assessment Report**

June 2004 – May 2005



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

Unit: College of Education

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:** Dr. Velma Menchaca

Unit Mission: The mission of the College of Education is to continuously improve the educational process as it is implemented in the College and the community through teaching, research and service. The College values the rich cultural and linguistic history of the international border area and directs its programs and course offerings toward the preparation of professionals for an increasingly diverse population of learners.

Unit Goal: Recruit and retain high quality faculty

Link to UTPA Goal(s):
 1: Ensure undergraduate student access and success
 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
Enhance faculty recruitment and retention (1)	2, 4	Create a COE faculty mentoring and reward structure	Form college-wide faculty committees to develop handbook and determine mentoring assignments Form college-wide faculty committees to develop faculty incentives/rewards for retention.	Dean, Assistant Dean and Department Chairs will form faculty committees to determine “mentoring assignments” by November 2004, and generate and finalize ideas for faculty incentives, rewards using Rewarding Employees and	None Research funds. New program development funds.

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				Energizing Employees and Restructuring the University Reward System via a formal document by May 2005.	

Unit Goal:

Develop and coordinate an ongoing planning, evaluation, and dissemination process.

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
Develop college-wide assessment framework (2)	7	Establish a college-wide process for formative and summative evaluation for all departments, programs and graduates.	<p>Dean and Assistant Dean will meet with chairs and program directors to assign, explain/clarify objective.</p> <p>Chairs and program directors will meet to share ideas in developing their on-going program assessment frameworks.</p> <p>Chairs and program directors will formalize and submit their plans for on-going program assessment.</p>	The Department Chairs and Program Directors will submit a plan by March 31, 2005, describing how they will assess successful program completion via results of on-going program assessment and follow-up studies of program's graduates for continuous program improvement.	None

Unit Goal:	Establish a leadership process whereby faculty, staff and students are involved in the decision-making process.
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
Improve communication (3)	7	Create a COE Advisory Council that oversees three new COE councils – COE Faculty Council, COE Staff Council, and COE Student Council – whose purpose is to plan and discuss issues related to the utilization of resources and improvement of services.	<p>Dean, Assistant Dean and Chairs will study the feasibility of this structure.</p> <p>Develop a plan to implement the structure (if appropriate).</p> <p>Develop a COE Handbook of Operating Procedures (membership, roles, responsibilities) for the three councils based on UTPA H.O.P.</p> <p>Create all three councils (members) and establish calendar of meetings.</p>	The Dean, Assistant Dean and Department Chairs will establish three committees representative of the three councils to develop specific membership, roles and responsibilities of each council by March 2005. Councils will be created by June 2005 and will convene beginning Fall 2006.	<p>Meeting time, discretionary funds.</p> <p>Duplication costs, time.</p> <p>None</p>



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 1: Ensure undergraduate student access and success
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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?)
Enhance faculty recruitment and retention (1)	2, 4	Create a COE faculty mentoring and reward structure	Dean, Assistant Dean and Department Chairs will form faculty committees to determine “mentoring assignments” by November 2004, and generate and finalize ideas for faculty incentives, rewards using Rewarding	Department of Educational Leadership has provided mentors to novice faculty since 1991. The Department of Curriculum and Instruction provided mentors for new faculty	Each faculty member in the Department of Educational Leadership contributed a chapter to a textbook published by the department. A second book is in progress. The two books are examples of senior faculty

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			Employees and Energizing Employees and Restructuring the University Reward System via a formal document by May 2005.	<p>hires beginning September 2004.</p> <p>The Department of Health and Kinesiology produces a faculty handbook that is given to all novice faculty members. The mentors meet with the novice faculty and hold a workshop on advisement. The mentors go over the tenure/promotion document with novice faculty.</p> <p>Orientation to the tenure/promotion document was presented to the tenure-track faculty on May 5, 2005.</p>	<p>supporting and mentoring novice faculty.</p> <p>Tenure-track faculty requested a follow-up meeting which was held on May 12, 2005. At this meeting Dr. Menchaca formed research writing teams.</p>

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Develop college-wide assessment framework (2)	7	Establish a college-wide process for formative and summative evaluation for all departments, programs and graduates.	The Department Chairs and Program Directors will submit a plan by March 31, 2005, describing how they will assess successful program completion via results of on-going program assessment and follow-up studies of program's graduates for continuous program improvement.	No college-wide process for formative and summative evaluation was established. However, student learning outcome assessment plans were developed and implemented for all majors in the four departments.	Each department is analyzing the student learning outcomes assessment results to determine changes needed.

Unit Goal:

Establish a leadership process whereby faculty, staff and students are involved in the decision-making process.

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Improve communication (3)	7	Create a COE Advisory Council that oversees three new COE councils – COE Faculty Council, COE Staff Council, and COE Student Council – whose purpose is to plan and discuss issues related to the utilization of resources and	The Dean, Assistant Dean and Department Chairs will establish three committees representative of the three councils to develop specific membership, roles and responsibilities of each council by March 2005. Councils will be	The three councils were not established. However, in November 2004, two task forces were created: a task force to revisit the tenure/promotion document and a task force to revisit the merit document. The faculty	The promotion and merit documents are scheduled for a faculty vote in August 2005. The new tenure document is scheduled for implementation on September 1, 2005. Increase of faculty

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		improvement of services.	created by June 2005 and will convene beginning Fall 2006.	unanimously approved the tenure document. Two College of Education faculty meetings were held in February and May to involve faculty in all decisions affecting the COE.	morale. Increase of trust-level with COE executive team.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle:
 Increase in faculty positions.
 Increase in operating expenses.
 Increase in faculty travel.
 Increase in staff positions.
 Increase in technology.