

Administrative and Educational Support Report*

Department of Curriculum & Instruction

**Annual Action Plan
Annual Assessment Report**

June 2004 – May 2005

*Student Learning Outcomes for this department are available at
<http://ie.panam.edu/CoELearningOutcomes.htm>



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

Unit: Department of Curriculum and Instruction

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. Verónica López-Estrada

Unit Mission: The Department of Curriculum and Instruction supports the mission of The University of Texas-Pan American by providing access and success for students seeking to become school teachers, furnishing leadership in organizing and implementing successful teacher preparation programs and by generating and supporting research in teacher education to meet the academic needs of a culturally and linguistically diverse society.

Unit Goal: Provide quality Teacher Education Programs to prepare classroom teachers that meet the state standards and to educate the needs of students from diverse socioeconomic, cultural, and linguistic environments.

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 last administration of the TExES exam (June 2005), 80% of Fall and Spring interns will have passed the EC-4 Bilingual Generalist, EC-4 Generalist, and PPR exams.	Evaluate the alignment of the TExES Standards in all professional education courses by Spring 2004. Offer a capstone course during student teaching.	During Summer 2005, the Department of Curriculum and Instruction will prepare a report showing the percentage of first year test takers who passed the TExES exams for 2004-2005.	Funds for retreat Funds for additional faculty
		By the end of AY 2004-2005, the Department of	Develop proposal.	UTPA, UT System, and THECB approval of a 4-	None

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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
		Curriculum and Instruction will have written and submitted a program proposal for a 4-8 Bilingual Generalist Teacher Certification program.	Submit proposal to the Provost's Office.	8 Bilingual Generalist Teacher Certification Program is the department's assessment criteria/evaluation method.	

Unit Goal:	Promote research and publications opportunities for faculty members as well as grant writing opportunities and conference presentations
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
Research and Publications (2)	5	The Department of Curriculum and Instruction will establish a national refereed journal in cooperation with the University of Texas at El Paso.	Select members of the editorial board. Develop publication guidelines. Develop and publish call for manuscripts. Publish first issue of the Journal.	By May 2005, the first issue of the <i>Journal of Dual Language Education</i> will be published.	Operating supplies (paper, copying, stamps, envelopes, etc.). Funds for printing and mailing the Journal. Operating supplies.
		Each faculty member will submit to the Chair a Professional Scholarship Plan that includes detailed strategy for conducting research, publishing manuscripts, grant writing, and	Present at national conferences during the academic year. Submit a Professional Scholarship Plan. Submit for publication a	By the end of August 2005, the Department of Curriculum and Instruction will write a report including the number of publications in referred journals, number of grants	Monies for travel. None

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		presenting at regional, state, and national conferences.	<p>minimum of one manuscript in a refereed journal during the school year.</p> <p>Team with one or more colleagues to conduct research and develop manuscripts for publication.</p> <p>Seek a new grant proposal or renew a current grant.</p>	submitted, number of grants funded, number of conference presentations at nation, state, and regional levels.	

Unit Goal:

Develop a complete proposal for a Ph.D. in Curriculum and Instruction with an emphasis in Dual Language Education.
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
Approval of Ph.D. Program in Curriculum and Instruction (3)	5, 6	The Department of Curriculum and Instruction will develop a complete proposal for a Ph.D. in Curriculum and Instruction with emphasis on Dual Language Education.	<p>Organize Committee to:</p> <p>(a) Develop a philosophical basis for the degree,</p> <p>(b) Identify and define tasks to be completed, and</p> <p>(c) Establish a timeline.</p> <p>Develop philosophical bases for the degree by May 2005.</p>	By May 2005, the Department of Curriculum and Instruction will have a proposal for the establishment of a doctoral program.	None

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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
			Write a full proposal for doctoral degree.		



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Unit Goal: Provide quality Teacher Education Programs to prepare classroom teachers that meet the state standards and to educate the needs of students from diverse socioeconomic, cultural, and linguistic environments.

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 last administration of the TExES exam (June 2005), 80% of Fall and Spring interns will have passed the EC-4 Bilingual Generalist, EC-4 Generalist, and PPR exams.	During Summer 2005, the Department of Curriculum and Instruction will prepare a report showing the percentage of first year test takers who passed the TExES exams for 2004-2005.	TEXES exam data has been collected for test dates during Fall 2004 and Spring 2005. Interim Associate Dean has been assigned to prepare the final report by August 31, 2005 that will also include Summer 05 data.	Decision was made to prepare a report to add additional information for a more comprehensive analysis of content and pedagogy TExES exams.

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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?)
		By the end of AY 2004-2005, the Department of Curriculum and Instruction will have written and submitted a program proposal for a 4-8 Bilingual Generalist Teacher Certification program.	UTPA, UT System, and THECB approval of a 4-8 Bilingual Generalist Teacher Certification Program is the department's assessment criteria/evaluation method.	Decision was made to include representatives from the Colleges of Science and Engineering and Arts and Humanities in the proposal writing process. A meeting to collaborate on writing a proposal for a 4-8 Bilingual Generalist Teacher Certification program was held with the College of Science and Engineering during 2004-2005. A meeting to collaborate on writing a proposal for a 4-8 Bilingual Generalist Teacher Certification program was scheduled with the College of Arts & Humanities for the beginning of Fall 2005 semester.	Deadline for writing and submitting a 4-8 Bilingual Generalist program was extended to AY 2005-2006.

Unit Goal:	Promote research and publications opportunities for faculty members as well as grant writing opportunities and conference presentations
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?)
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Research and Publications (2)	5	The Department of Curriculum and Instruction will establish a national refereed journal in cooperation with the University of Texas at El Paso.	By May 2005, the first issue of the <i>Journal of Dual Language Education</i> will be published.	The editorial board has been selected. A draft of the call for papers was developed. A “call for proposals” was announced for August 31, 2005.	Texas A&M University at College Station accepted an invitation to collaborate on establishment of the <i>Journal of Dual Language Instruction</i> with UTPA and UTEP. The first issue has been scheduled for publication on March 31, 2006.
	5	Each faculty member will submit to the Chair a Professional Development Plan that includes detailed strategy for conducting research, publishing manuscripts, grant writing, and presenting at regional, state, and national conferences.	By the end of August 2005, the Department of Curriculum and Instruction will write a report including the number of publications in referred journals, number of grants submitted, number of grants funded, number of conference presentations at nation, state, and regional levels.	Professional Development Plans were submitted by all departmental faculty members and are on file in the Chair’s office.	Dean of COE requested that a Chair’s report be submitted by August 31, 2005.

Unit Goal:

Develop a complete proposal for a Ph.D. in Curriculum and Instruction with an emphasis in Dual Language Education.

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?)
Approval of Ph.D. Program in Curriculum and Instruction	5, 6	The Department of Curriculum and Instruction will develop a	By May 2005, the Department of Curriculum and	This objective was modified. The faculty decided to write a	The deadline for developing the proposal was extended to May

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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?)
(3)		complete proposal for a Ph.D. in Curriculum and Instruction with emphasis on Dual Language Education.	Instruction will have a proposal for the establishment of a doctoral program.	proposal for a doctorate in Curriculum and Instruction with specializations in such areas as the following: Dual Language Education, Early Childhood Education, Reading Education, and Secondary Education.	2006.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle: Five faculty positions at Open Rank, one Administrative Associate, additional funds for adjunct faculty salaries, operating costs and travel