

Administrative and Educational Support Report*

EdD Program in Educational Leadership

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: Doctoral Program in Educational Leadership

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. Anita Pankake

Unit Mission: The mission of the Doctoral Program in Educational Leadership in the College of Education at The University of Texas Pan American is to firmly establish the doctoral program as a viable, high-quality program that serves student populations in the area. The Doctorate in Education (Ed.D.) emphasizes preparation for leadership careers in a variety of educational settings.

Unit Goal: Provide a superior learning experience for students admitted to the doctoral program.

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
Assessment of Learning	4	Conduct student learning outcomes assessment by May 2005.	<p>Conduct comprehensive exam preparation sessions for students.</p> <p>Schedule comprehensive exam dates ahead for at least 2 semesters.</p> <p>Assist students with scheduling of proposal and final defenses.</p>	<p>Compile and analyze the results of learning outcomes assessment. Report findings to the Dean’s office by June 2005.</p>	<p>No new resources needed; reallocation of existing resources will be sufficient.</p>

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

Unit Goal:	Provide opportunities for student access to doctoral 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
Select a new cohort of students	4, 6	Approve a cohort of 15-18 students for admittance in fall 2005.	<p>Create data base of individuals inquiring about the program.</p> <p>Send all individuals in data base information and application packet.</p> <p>Organize for credentials screening and for assessment center activities.</p>	Seek and process applications.	<p>Funds to support food purchases for the all day assessment center activities.</p> <p>Scheduling of space for assessment activities.</p> <p>Assistant to organize all aspects of the assessment center.</p>

Unit Goal:	Improve the effectiveness of the doctoral program.
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 faculty governance within the doctoral program	7	Develop a governance structure that provides faculty input and oversight of the Educational Leadership Doctoral Program in concert with the Program Director.	<p>Develop by-laws for the operation of the committee.</p> <p>Schedule regular meetings of the committee.</p>	Create a governance committee and by-laws for the operation of the committee.	<p>Meeting space</p> <p>Paper materials for meetings.</p>

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

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
			Establish subcommittees within the oversight committee to work on specific projects.		



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Unit Goal: Provide a superior learning experience for students admitted to the doctoral program.

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?)
Assessment of Learning	4	Conduct student learning outcomes assessment by May 2005.	Compile and analyze the results of learning outcomes assessment. Report findings to the Dean's office by June 2005.	<p>The assessment plan was implemented in the following manner:</p> <ul style="list-style-type: none"> -Written comprehensive exams administered Fall 2004 and Spring 2005. -Memos sent to the Dean's Office upon successful defense of a proposal or final 	<p>Information sessions for written comprehensive exams and Institutional Review Board procedures were held; more sessions are planned.</p> <p>PT³ staff [Preparing Tomorrow's Teachers to Use Technology]</p>

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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?)
				dissertation.	worked with Doctoral Program Staff to draft a database for Doctoral Student Progress monitoring.

Unit Goal:

Provide opportunities for student access to doctoral 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?)
Select a new cohort of students	4, 6	Approve a cohort of 15-18 students for admittance in fall 2005.	Seek and process applications.	Completed applications were reviewed by the faculty. Fifteen applicants were selected for admission.	Information packets were sent to interested candidates revised. Scoring rubric was modified. Letters of congratulation were sent to successful candidates.

Unit Goal:

Improve the effectiveness of the doctoral program.

Link to UTPA Goal(s):

3: Improve UTPA's organizational effectiveness

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Improve faculty governance within the doctoral program	7	Develop a governance structure that provides faculty input and oversight of the Educational Leadership Doctoral Program in concert with the Program Director.	Create a governance committee and by-laws for the operation of the committee.	In meetings with the UTPA Graduate Dean, members of the Doctoral Oversight Committee were identified (Oct. 04). A subcommittee of the Doctoral Oversight Committee developed by-laws for the operation of the Committee. By-laws were adopted by the full committee (4/05).	Monthly meetings of the Doctoral Oversight Committee were held through May 05; agenda and minutes of each meeting are on file in the Doctoral Program Office.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle:

Requested:

\$1,500 increase in budgeted wage pool

\$7,500 increase in budget for operation expenses

\$1,000 increase in book budget

\$7,800 increase in travel budget

\$12,000 in a new account for the support of expert consultants