

Administrative and Educational Support Report*

Department of 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: Department of 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. José Llanes

Unit Mission: The mission of the Department of Educational Leadership is to continuously improve the development of educational leaders for a culturally and linguistically diverse society through teaching, research, and service.

Unit Goal: Provide quality Principal and Superintendent Preparation Programs to prepare educational leaders to respond to the needs of students from diverse socioeconomic, cultural, and linguistic environments.

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 certification pass rates (1)	4	By the last administration of the TExES exam (June 05), 90% of the first year test takers will have passed the exam.	Align all program courses with TExES competencies by August 2005. Survey student interns regarding student perceptions of course/internship relevance.	In June 05 after the results are in for the last administration of the TExES exam, the Department of Educational Leadership will calculate the percentage of first year test takers who passed the TExES exam for 04-05.	Resources for bringing in consultants to work with students and faculty regarding the TExES test strategies. Travel money to attend TExES meetings. Software for analysis. Graduate assistant time.

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			Initiate third bilingual administrative cohort.		Two additional FTEs

Unit Goal:

Recruit and retain qualified faculty.

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
Faculty retention (2)	4	Retain all tenure track faculty hired by the department during 02 through 04.	Support new hires with travel, joint publication opportunities, & mentors.	By the end of August 05, the Department of Educational Leadership will calculate the retention rate (continued employment at UTPA) of tenure track faculty hired during 2002-2004.	Travel funds to use for presentations. Funds to create UTPA conference opportunities. Release time for new hires and mentors.

Unit Goal:

Support faculty in scholarly research and creative writing.

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
Faculty scholarly productivity (3)	5	All tenure-track faculty members in the Department of Educational Leadership will publish at least one	Manuscript for TEXES Preparation Guide will be developed and submitted to a publisher.	In August 2005, the Department of Educational Leadership will calculate the number of publications in	Graduate assistant time to do library research.

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		chapter or journal article in a nationally distributed publication in 2004-2005.	<p>Publish two issues of the Catalyst for Change journal.</p> <p>Publish one issue of the Continuous Improvement Monitor.</p> <p>Publish two issues of Bilingual Education Journal</p> <p>Serve on the editorial board of state and national journals.</p>	nationally distributed publications for all tenure track faculty members.	<p>Release time for editing.</p> <p>Resources for advertising of publications.</p> <p>Technical assistants Operating supplies (paper, copying, stamps, envelopes, etc.).</p> <p>None</p>



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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 certification pass rates (1)	4	By the last administration of the TExES exam (June 05), 90% of the first year test takers will have passed the exam.	In June 05 after the results are in for the last administration of the TExES exam, the Department of Educational Leadership will calculate the percentage of first year test takers who passed the TExES exam for 04-05.	The percentage passing rate for first-time test-takers in 2004-2005 was 92%.	A decision was made to maintain current study sessions.

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Unit Goal:	Recruit and retain qualified faculty.
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?)
Faculty retention (2)	4	Retain all tenure track faculty hired by the department during 02 through 04.	By the end of August 05, the Department of Educational Leadership will calculate the retention rate (continued employment at UTPA) of tenure track faculty hired during 2002-2004.	We lost 3 out of the 6 faculty members hired in tenure track positions for a retention rate of 50%. Two of the three left for personal reasons and one did not feel adequately supported.	The Department has placed increased emphasis on faculty governance, faculty support by requesting additional travel money, release time, etc., and mentoring.

Unit Goal:	Support faculty in scholarly research and creative writing.
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?)
Faculty scholarly productivity (3)	5	All tenure-track faculty members in the Department of Educational Leadership will publish at least one chapter or journal article in a nationally distributed publication in 2004-2005.	In August 2005, the Department of Educational Leadership will calculate the number of publications in nationally distributed publications for all tenure track faculty members.	The Department published one book with chapters authored by 8 faculty members and edited by a 9 th faculty member. A contract was signed for a second book.	Collaboration by the entire faculty is continuing with the second book and collaboration on writing manuscripts for peer-reviewed journals is planned.

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

2 additional assistant/associate faculty positions

2 full time clinical faculty positions

Increase in adjunct faculty positions

Increase in travel

Increase in operating expenses

Increase in direct wages