

Administrative and Educational Support Report*

Department of Health & Kinesiology

**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 Health and Kinesiology

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. Donna Dugas

Unit Mission: The mission of the Department of Health & Kinesiology is to prepare students to function in a constantly changing and diverse society, fulfill the general education requirements, and improve the quality of university life by promoting the concepts and strategies of wellness.

Unit Goal: Improve all three teacher certification programs offered by the department so that program completers graduate fully certified.

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
Improve teacher preparation programs and certification pass rates (1)	2, 4	Implement the updated All-level Kinesiology certification courses during AY 2004-2005.	Require that all courses are written in the departmental format indicating alignment with State and NASPE standards. Phase out courses that no longer align with state or national standards. Match faculty with	Course offerings in schedule and ASSIST for Fall & Spring; Chair; Fall & Spring semesters.	None

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			interest and expertise in all certification courses.		
		Attain minimum passing rates of 90% on TExES Content and PPR exams during AY 2004-2005.	Develop and implement TExES seminar and benchmark dates. Assist students with application to College of Education admission process. Develop transition points for admission to each program, prior to internship, and exit from internship.	Review of test scores from SBEC by Chair & Coordinators by end of August.	None
		Implement documentation of advising to provide accountability for the advisement process.	Require faculty to sign for Advisement Handbooks. Provide faculty with updated advisement material for advisement booklets. Provide faculty with Advisement Record booklets. Require faculty to report the number and records of advisement. Require faculty to post advisement hours on their office doors during the advisement period.	Paper trail of documentation; Chair and Advisors; Fall and Spring semesters.	None

Unit Goal:	Recruit and retain highly qualified faculty by providing an environment that promotes and rewards excellence in teaching, research, service, and student success.
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Enhance professional development of the faculty (2)	2, 4	Increase the percentage of tenured/tenure track faculty by 20%.	Maintain and improve the tenure track mentoring program. Provide tenure track faculty with two orientation sessions on merit, retention, and promotion policies.	Chair to compare number of tenured/tenure track faculty from '03-'04 to '04-'05 to determine % change by December 2004.	None
		Support faculty with the development of at least two departmental research agendas.	Assist with internal and external funding to support faculty research agendas. Involve advanced level students in field-based research projects. Promote graduate program thesis writing matriculation.	Adopt research agendas; faculty with chair leadership; midterm of Fall semester.	None
		Support the ongoing development of faculty as classroom teachers by providing two professional development activities per semester.	Survey faculty for needs and interests Recruit faculty to develop and implement professional development activities.	Chair-approved seminars contributing to professional development as recorded in departmental meeting minutes during the Fall and Spring semesters.	None
		Provide information on a	Contact local agencies	Track the number of	None

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		minimum of three service opportunities for faculty/students per semester.	or organizations and inquire about needs. Post service opportunities on the departmental notice board. Document all services provided by faculty and/or students.	service opportunities posted on Notice Boards or Webpage; Professional Responsibilities Coordinator; by end of Fall and Spring semesters.	
		Promote student success during at least one faculty professional development activity.	Review indicators of student success during at least one faculty development activity. Encourage faculty to exhibit examples of student success.	During one professional development activity a faculty member will review printed criteria for student success and provide examples/samples for clarity by the end of the Spring semester.	None

Unit Goal:

Initiate Student Learning Outcomes Assessment for each program.

Link to UTPA Goal(s):

- 1: Ensure undergraduate student access and success
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Assess student learning (3)	2, 4	Assess Student Learning Outcomes for each program by having students successfully complete the requirements at each transition point.	Document each student's achievement at each transition point. Designate specific courses as checkpoints for program continuance.	Analyze assessment data; Assessment Committee; upon admission to program, prior to internship, and exit from internship each semester.	None

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			Develop and implement the use of portfolios for formative and summative evaluation in specific courses.		
		Collect and analyze the data for use in the improvement of at least one program component in each degree program.	<p>Review all students' achievements at each transition point.</p> <p>Review admission and retention policies within each transition point.</p> <p>Revise admission and retention policies as necessary.</p>	Data from several documented sources will be analyzed by faculty and a minimum of one program component in each degree plan will be changed to enhance the program by the end of the Spring semester.	None



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Improve teacher preparation programs and certification pass rates (1)	2, 4	Implement the updated All-level Kinesiology certification courses during AY 2004-2005.	Course offerings in schedule and ASSIST for Fall & Spring; Chair; Fall & Spring semester.	100% of newly developed courses were offered during fall or spring or both. EDAK 3370 & 3380 (spring) were cancelled.	Students enrolled in EDAK 3370 (2) & 3380 (3) did not meet the course prerequisites. Both courses are offered for fall 2005.
		Attain minimum passing rates of 90% on TEXES Content and PPR exams during AY 2004-2005.	Review of test scores from SBEC by Chair & Coordinators by end of August.	Dance (3) – 100% (passed both) Health (2) – 100% passed PPR; 1 did not take the content exam, 1	The chair and faculty continued to monitor adherence to appropriate course sequencing and the

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				did and passed – 100%) Kinesiology (22) – 81.8% passed the content exam; 72.7% passed the PPR (25 additional graduates in the certified program did not take either test. Of the 25, 19, or 76%, were eligible to take the content exam and presumably, 100% were eligible to take the PPR).	scheduling of content exams during certain courses and the PPR during student teaching.
		Implement documentation of advising to provide accountability for the advisement process.	Paper trail of documentation; Chair and Advisors; Fall and Spring semesters.	100% of faculty advisement booklets were returned to the office. The chair also maintained office sign-up sheets for students with advisement questions.	Faculty members have been informed that advisement booklets and office hours/sign-up sheets will be collected from each advisor in 2005-2006.

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Enhance professional development of the faculty (2)	2, 4	Increase the percentage of tenured/tenure track faculty by 20%.	Chair to compare number of tenured/tenure track faculty from '03-'04 to '04-'05 to determine %	0% increase Two tenure-track faculty members were hired. This was a 25% increase. However, one	This information was used to develop the recruitment plans for the 2005-2006 academic year.

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			change by December 2004.	tenure-track faculty member on staff quit two weeks before the beginning of the semester and a newly hired A.P.E. faculty member quit three days into the fall semester.	
		Support faculty with the development of at least two departmental research agendas.	Adopt research agendas; faculty with chair leadership; midterm of Fall semester.	Two research agendas were adopted: (1) Attitudinal survey of Mexican-American adults regarding wellness (2) Survey of existing fitness tests batteries for program status	(1) Faculty members have presented papers at various levels and written articles. (2) Exercise physiology faculty members (3) are involved in fitness assessment of kinesiology majors using the selected test battery.
		Support the ongoing development of faculty as classroom teachers by providing two professional development activities per semester.	Chair approved seminars contributing to professional development as recorded in departmental meeting minutes during the Fall and Spring semesters.	Three professional development seminars were conducted in the fall and four in the spring. 100% of full-time faculty members were present at four of these seminars.	Faculty members are being surveyed for future seminars or workshops. Additionally, they are being better matched with courses of interest and/or expertise.
		Provide information on a minimum of three service opportunities for faculty/students per semester.	Track the number of service opportunities posted on Notice Boards or Webpage; Professional Responsibilities	Information about the following 16 service opportunities was provided: Track meets (5), Karate Tournament, Dance Concerts (7),	Faculty members were informed that the Health and Kinesiology Club sponsor is the Professional Responsibilities

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			Coordinator; by end of Fall and Spring semesters.	American Cancer Society, Special Olympics, and Valentine's Dance for the Visually Impaired.	Coordinator.
		Promote student success during at least one faculty professional development activity.	During one professional development activity a faculty member will review printed criteria for student success and provide examples/samples for clarity by the end of the Spring semester.	At the March 31, 2005 faculty meeting, a Student Development Specialist, presented on the new entrance requirements/acutest substitution for the COE.	It was the consensus of the faculty to continue to invite guests to future faculty meetings to discuss student success and to promote student success at the Annual Student/Faculty Meeting.

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Assess student learning (3)	2, 4	Assess Student Learning Outcomes for each program by having students successfully complete the requirements at each transition point.	Analyze assessment data; Assessment Committee; upon admission to program, prior to internship, and exit from internship each semester.	Dance: Admission to Program: 85.7% rated satisfactory to exemplary on all SLOs; 14.2% rated unsatisfactory Prior to Student Teaching: 66.7% rated satisfactory	Dance: Faculty members have revised the portfolio criteria for fall 2005.

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				<p>or exemplary on all SLOs; 33.3% rated unsatisfactory</p> <p>Exit from Student Teaching: 100% passed both their Content Exam and PPR</p> <p>Health: No data to report</p> <p>Kinesiology Results of data reflect a Satisfactory or Exemplary rating – <u>Non-certified:</u> Admission to Program: Not Available Prior to Internship: Not Available Exit from Internship: SLO#1 – 84.6% SLO#2 – 84.6% SLO#3 – Not Available SLO#4 – 84.6% SLO#5 – 84.6%</p>	<p>Health: Courses have been identified for portfolio implementation in fall 2005. Faculty members have been advised that all health majors are required to take the Content and PPR exams prior to graduation.</p> <p>Kinesiology</p> <p><u>Non-certified:</u> The faculty recognized that an entry point or course was needed for non-certified kinesiology majors' pre-professional portfolio.</p>

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				<p>SLO#6 – 92.3% SLO#7 – 84.6%</p> <p><u>Certified:</u> Admission to Program: SLO#1 – 62.9% SLO#2 – 48.6% SLO#3 – 50%</p> <p>Prior to Student Teaching: SLO#1 – 79.5% SLO#2 – 82.2% SLO#3 – 82.3% SLO#4 – 81.5% SLO#5 – 81.5% SLO#6 – 81.5% SLO#7 – 81.5% SLO#8 – 81.5% SLO#9 – 85.5% SLO#10 – 77.7%</p> <p>Exit from Student Teaching: 81.7% passed Content Exam 72.7% passed PPR</p> <p><u>Graduate:</u> Application Process: 100% completed Interview Process: 100% appropriate</p> <p>Formulation of Graduate Committee: 100%</p>	<p><u>Certified:</u> Chair was advised to replace the portfolio evaluation checklist with a scoring rubric for fall 2005. Faculty has been advised that all kinesiology majors are required to take the Content and PPR exams prior to graduation.</p> <p><u>Graduate:</u> Arrangements were made for documentation to be maintained in the main office for all graduate students at each transition point</p>

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				completed Oral Exam: 100% successful Written Exam: 100% Successful SLO #1 – 100% SLO #2 – 100% SLO #3 – 100% SLO #4 – 100% SLO #5 – 100% SLO #6 – 100% SLO #7 – 100% SLO #8 – 100% SLO #9 – 100%	
		Collect and analyze the data for use in the improvement of at least one program component in each degree program.	Data from several documented sources will be analyzed by faculty and a minimum of one program component in each degree plan will be changed to enhance the program by the end of the Spring semester.	<p>Dance <u>Performance Track</u>: No data to report <u>Certified</u>: – 100% of graduates satisfactorily passed all SLOs</p> <p>Health <u>Certified</u>: These students have missed the portfolio process which is embedded in course work that they have already had (50% passed the content exam and 100% passed the PPR). <u>Non-certified</u>: No data to report (no graduates)</p>	<p>Dance <u>Performance Track</u>: Recently revised <u>Certified</u>: Course sequencing was revised.</p> <p>Health: The health (<u>certified</u>) degree plan was revised and will be implemented fall, 2005. Portfolio criteria were established and will be implemented fall, 2005.</p>

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				<p>Kinesiology <u>Certified:</u> No students are currently graduating in the newly revised degree plan. These students have also missed the portfolio process which is embedded in courses that they have already had or do not need in the old degree plan. 81.8% passed the content exam and 72.7% passed the PPR. However, many students (53 %) in the old degree plan did not take the PPR or Content Exams.</p> <p><u>Non-certified:</u> Only students enrolled in KIN 4664 during the spring semester were involved in the portfolio process. Of the six graduates, 66.7 % satisfactorily passed all SLOs.</p> <p><u>Graduate:</u> 100 % satisfactorily passed all</p>	<p>Kinesiology <u>Certified:</u> Students are now required to take the content exam and PPR prior to graduation.</p> <p><u>Non-certified:</u> Chair and kinesiology faculty revised the admission process to indicate the requirement of a pre-professional portfolio prior to having an official degree plan written. Faculty members revised the EXIT Exam for the non-certified program.</p> <p><u>Graduate:</u> (1) Graduate faculty discussed</p>

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				SLOs.	whether to require a thesis or research paper option as a requirement. (2) Specialty areas or tracks were identified and tabled for further study.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle: Increases over 2005 requested in the 2005-2006 budget cycle: Part-time faculty – \$27,751 increase for Graduate Online Faculty Advisor; Classified - \$16,176 for clerk I position; Operating budget pool - \$1,542; travel budget - \$4,178; wage pool - \$510. Additional budget requests for IT and instructional purposes: Content-specific technology equipment requested - \$96,765; Instructional equipment (classroom) requested - \$2,826 plus \$96,765 (content-specific technology equipment).