

# **Administrative and Educational Support Report\***

## **Physician Assistant Studies Program**

### **Annual Action Plan Annual Assessment Report**

**June 2004 – May 2005**

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



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

**Unit:** Physician Assistant Studies Program

**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. Frank Ambriz

**Unit Mission:** The PASP envisions that its graduates will be leaders in the health care community, striving for excellence in all academic, professional and research endeavors while helping to provide for the health care needs of the South Texas region.

**Unit Goal:** Provide a quality academic program in physician assistant studies that promote excellence in learning, critical thinking skills and interdisciplinary perspectives.

**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
Student Learning Outcomes Assessment (1)	2	Implement student learning outcomes assessment process in all PHAS courses by May 2005	<p>Learning outcomes defined for all didactic courses.</p> <p>Assess learning outcomes for all degree programs and majors in the college.</p> <p>Analyze results and initiate any necessary improvements.</p>	The Academic Coordinator will verify that all courses and faculty have implemented the outcomes assessment process. Documentation of the results for the first cycle of the process will be sent to the Dean's office.	None

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Student Success (2)	2	Eighty-five percent (85%) of the program's graduates will attain pass rates on certification exams that meet or exceed benchmarks for the profession.	<p>Monitor program pass rate yearly.</p> <p>Quality improvement plans will be developed when programs fail to attain the benchmark for two consecutive years.</p>	<p>The Program Director will collect and assess information on the pass rates for the PANCE exam. This information will be obtained from the NCCPA report in the fall post examination. Achievement of this goal will occur when 85% of the program's graduates meet or exceed the established benchmark for student performance on the certification/licensure exam for their area.</p>	None
		Eighty percent (80%) of graduates will express overall satisfaction with program quality each year.	<p>The PA program will assess the overall satisfaction of graduates using a written survey.</p> <p>Quality improvement plans will be developed when serious concerns are noted.</p>	<p>The Program director will collect information from the graduating class in May of each year. The Program Director will determine if overall 80% of the students in the PASP were satisfied with the quality of their professional education.</p>	Direct wage assistance for survey.
		Post-graduation, eighty-five percent (85%) of employers of graduates from the PASP will express satisfaction with the graduates' professional preparation each year.	<p>Each program will monitor employer satisfaction with graduates yearly.</p> <p>Programs failing to meet the specified target will develop a quality improvement plan.</p>	<p>The Program Director will collect information from annual employee assessment report in August of each year and determine the overall percentage of employers expressing satisfaction with graduates' professional preparation.</p>	<p>Additional Funds for postage and direct wage assistance for survey.</p> <p>Direct wage assistance for survey.</p>

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Program Development (3)	6	Develop and initiate new graduate level PA programs by AY 2006-2007.	<p>Conduct needs assessment for potential graduate PA program.</p> <p>Develop program proposals for UTPA, the Coordinating Board and potential external funding agencies.</p>	The COHSHS will obtain approval and funding for the new graduate level PA program. The first class will begin by August 2006. The Dean's office will verify enrollment in the program using UTPA enrollment statistics.	<p>Funding for postage.</p> <p>Funding for programs, faculty and personnel for programs.</p>

<b>Unit Goal:</b>	Recruit and retain highly qualified PA faculty by providing an environment that promotes and rewards excellence in teaching, grant development, service, professional and scholarly activities.
<b>Link to UTPA Goal(s):</b>	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
Faculty Recruitment and Retention (4)	2	Increase the number of full-time faculty to seven by the end of AY 2004-05.	<p>Establish baseline qualifications for faculty positions.</p> <p>Interview potential candidates.</p>	Search committee will recruit, identify and recommend potential qualified applicants to fill the two faculty positions currently open, by AY 2004-2005.	None
		Retain at least fifty percent (50%) of qualified new permanent full-time faculty for six (6) years beginning with AY 2001-2002.	<p>Continue to provide a PASP orientation for new faculty.</p> <p>Develop a faculty development program and teaching workshop for faculty.</p> <p>Procure funding for faculty members to</p>	Program Director will review contracts of full time faculty and calculate the retention rate for full time faculty.	None  Funds

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			<p>attend a yearly professional development activity.</p> <p>Communicate each semester with faculty on the importance of faculty to apply for undergraduate and graduate student assistantships to assist faculty teaching and research efforts.</p> <p>Increase faculty participation on a semiannual basis by having the Office of Sponsored Research communicate with faculty about research/scholarship efforts.</p> <p>A minimum of 2 faculty presentations will be provided during the academic year at the faculty colloquium.</p> <p>Establish a PASP program for recognizing and rewarding outstanding faculty for contributing to teaching effectiveness, professional</p>		<p>None</p> <p>Funds</p>



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Faculty Scholarly Productivity (5)	2, 5	Establish baseline data from AY 2002-2003 regarding numbers of 1) scholarly presentations and 2) submission of publications by October 22, 2004.	<p>Complete data collection form and return to Dean's Office.</p> <p>Based on AY 2002-2003 benchmark, guidelines will be established as to future measures of achievement.</p>	The Program Director will collect, from Annual Evaluations from 2002-2003, data relating to submissions of scholarly presentations and publications by PASP faculty. Documentation of data will be sent to the Dean's Office by Program Director by October 22, 2004.	None
		Increase college faculty participation in presenting and publishing scholarly works to learned audiences to the number established as the benchmark for the college per year by end of AY 2004-2005.	<p>Encourage PA faculty to present and publish at least two (2) works for learned professional audiences per year.</p> <p>Encourage collaborative research efforts among college departments/ programs and other university faculty.</p> <p>Provide release time for PA faculty engaged in grant writing and funded collaborative and individual research projects.</p>	The Dean's Office, in collaboration with Department Chairs/Coordinators, will establish a benchmark after collection of data from AY 2002-2003, making sure that the benchmark is publicized to all members of the college.	None
		Increase the amount of external funding through grants and contracts by 10% based on established benchmark by the end of AY 2004-2005.	Acquire information about funding sources and disseminate to faculty in the College. New faculty members will attend at least one grant writing workshop	The Dean's office will collect data submitted by Department Chairs/ Coordinators from each department's annual assessment report in May 2005 and compare	None

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			<p>within the first three years of employment.</p> <p>Establish baseline data from 2002-2003 regarding numbers of grant and contract submissions.</p>	<p>the amount of external funding to the benchmark established for the COHSHS.</p>	

**Unit Goal:**

Encourage and support ongoing professional, university, and community service activities by faculty and students that enhance the quality of life of multicultural diverse learning community

**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
Service (6)	2	Ninety five percent (95%) of full-time faculty will be involved in professional organizations by AY 2004-05	<p>Encourage membership in at least one professional organization at national, state and local levels, as available.</p> <p>Achieve department/program representation in leadership roles at national, state or local levels of professional activities.</p>	<p>PA Program director will compile and evaluate professional service data based on information submitted from the departments.</p> <p>Involvement in professional organizations will be defined as holding an active membership.</p>	<p>None</p> <p>Funds</p>
		The PASP will sponsor or support at least one community service activity each year.	Continue to implement at least one community service project per year that is carried out by faculty/students for the	The Program Director will compile information from the faculty on community service participation and	None

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			benefit of the community.	determine the overall rate of departmental/program participation.	
		One hundred percent (100%) of full-time faculty will be involved in service to the University by AY 2004-05	Encourage faculty to participate in more than one program, department, college, and/or university committee.	The Program Director will compile and evaluate each faculty member's service to University.	None

**Unit Goal:**

Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

**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
Student Recruitment, Retention and Placement (6)	1, 2	The PASP department will continue to recruit and maintain applicants and students representative of a diverse student population.	Collect demographical data of all PASP applicants.	The Admissions coordinator of the PASP will collect data on applicants and students selected for the PASP annually. Compilation of this report will be made available in May of each year and compared to previous years.	None
			Retention of all accepted applicants.		None
			Establishment of basic science tutoring.		Funds for tutoring.
			Continue to utilize the University Retention Advisement Program (URAP) in appropriate recruitment activities.		None

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		Eighty-five percent (85%) of PASP program graduates will find employment within twelve months of graduation each year.	<p>Promote student participation in employment and graduate recruitment fairs.</p> <p>Utilize student bulletin boards to disseminate information about employment or graduate opportunities.</p>	The PASP Director will collect information from the yearly departmental survey reports and determine if eighty-five percent (85%) of the PASP graduates obtained professional employment within six months of graduation.	None  None
		Eighty-five percent (85%) of the PASP students will meet on-time graduation benchmarks each year.	<p>Review attrition rates in each PASP course to evaluate retention.</p> <p>Audit graduation requirements of each first year and second year student to attain graduation on-time status.</p>	The PA Program Director will collect information for students in the PASP department regarding graduation status and assist the students with on-time graduation.	None



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**Unit Mission:** The PASP envisions that its graduates will be leaders in the health care community, striving for excellence in all academic, professional and research endeavors while helping to provide for the health care needs of the South Texas region.

**Unit Goal:** Provide a quality academic program in physician assistant studies that promote excellence in learning, critical thinking skills and interdisciplinary perspectives.

**Link to UTPA Goal(s):**  
 1: Ensure undergraduate student access and success  
 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?)
Student Learning Outcomes Assessment (1)	2	Implement student learning outcomes assessment process in all PHAS courses by May 2005	The Academic Coordinator will verify that all courses and faculty have implemented the outcomes assessment process. Documentation of the results for the first cycle of the process will be sent to the Dean's office.	Student learning outcomes assessment process was implemented for all courses within the PA program. Syllabi were also reviewed for inclusion of outcomes and assessment statements. Report of outcomes assessment submitted to Dean's	Results of outcomes assessment reviewed by faculty and Dean's Office.

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				office.  Expected outcome met.	
Student Success (2)	2	Eighty-five percent (85%) of the program's graduates will attain pass rates on certification exams that meet or exceed benchmarks for the profession.	The Program Director will collect and assess information on the pass rates for the PANCE exam. This information will be obtained from the NCCPA report in the fall post examination. Achievement of this goal will occur when 85% of the program's graduates meet or exceed the established benchmark for student performance on the certification/licensure exam for their area.	PANCE (Physician Assistant National Certification Exam) results for the graduating class of 2004 showed that 80% of the graduates passed the exam on their first time and 100% of the graduates passed the exam after the second attempt.  Expected outcome achieved.	Results reviewed by faculty. Recommended that intensive review sessions at the end of the curriculum continue.
		Eighty percent (80%) of graduates will express overall satisfaction with program quality each year.	The Program director will collect information from the graduating class in May of each year. The Program Director will determine if overall 80% of the students in the PASP were satisfied with the quality of their professional education.	All Graduates of the 2004 class were surveyed. Response showed 90% of the graduates expressed overall satisfaction with the quality of the PASP (Physician Assistant Studies Program) education received. Completed Fall 2004. May 2005 graduates have been surveyed  Expected outcome met.	PASP faculty addressed concerns expressed by the graduates in the survey and made changes such as: 1. Utilizing WebCT more effectively for assignments. 2. Coordinating exam schedules. 3. Continuing the senior board review.
		Post-graduation, eighty-	The Program Director	Employers of all 2004	Results were reviewed

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		five percent (85%) of employers of graduates from the PASP will express satisfaction with the graduates' professional preparation each year.	will collect information from annual employee assessment report in August of each year and determine the overall percentage of employers expressing satisfaction with graduates' professional preparation.	graduates (N=26) were surveyed. There was a 30% response rate for the survey. 100% of the employers who responded expressed excellent satisfaction. Completed Fall 2004.  Expected outcome met.	by faculty. Faculty were disappointed with low response rate and recommended that the program explore other avenues of surveying the employers. Revisions to the survey were suggested including a shortened version, with checkboxes. This is planned for use in November 2005.
Program Development (3)	6	Develop and initiate new graduate level PA programs by AY 2006-2007.	The COHSHS will obtain approval and funding for the new graduate level PA program. The first class will begin by August 2006. The Dean's office will verify enrollment in the program using UTPA enrollment statistics.	The PASP faculty has written the graduate level proposal and submitted the first draft to the COHSHS Dean and the Associate VP for Graduate Studies. First draft completed Dec. 2004. Second draft submitted Spring 2005.	The director of the PASP has met with both the COHSHS Dean and the AVP for Graduate Studies and reviewed the proposal. The final draft is planned for submission by the end of the summer 2005.

**Unit Goal:**

Recruit and retain highly qualified PA faculty by providing an environment that promotes and rewards excellence in teaching, grant development, service, professional and scholarly activities.

**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?)
Faculty Recruitment and	2	Increase the number of	Search committee will	One of the two faculty	The Director's position

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Retention (4)		full-time faculty to seven by the end of AY 2004-05	recruit, identify and recommend potential qualified applicants to fill the two faculty positions currently open, by AY 2004-2005.	positions has been filled. (Summer 2004). The Program Director position was advertised but no responses were entertained (Spring 2005).  Expected outcome not met.	was closed and requested for reconsideration for the Fall 2005.
		Retain at least fifty percent (50%) of qualified new permanent full-time faculty for six (6) years beginning with AY 2001-2002.	Program Director will review contracts of full time faculty and calculate the retention rate for full time faculty.	All 5 faculty members employed during the 2001-2002 period remain with the PASP.  Program is on track to meet expected outcome.	A review of the various reasons why faculty members remain with the PASP was submitted to our accreditation body as part of our on-going assessment.

**Unit Goal:**

Develop and implement a scholarly mentoring and collaborative research program in the PASP

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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?)
Faculty Scholarly Productivity (5)	2, 5	Establish baseline data from AY 2002-2003 regarding numbers of 1) scholarly presentations and 2) submission of publications by October 22, 2004.	The Program Director will collect, from Annual Evaluations from 2002-2003, data relating to submissions of scholarly presentations and publications by PASP	Baseline data for scholarly presentations and publications was collected for AY 2002-2003 from all faculty and submitted to the Dean's Office	Data was reviewed by the Coordinator and the Dean's Office. Baseline data was compared to data from the current year. The PASP will continue to encourage

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			faculty. Documentation of data will be sent to the Dean's Office by Program Director by October 22, 2004.	Expected outcome achieved.	and support faculty in their endeavors to be presenters at the state and national level.
		Increase college faculty participation in presenting and publishing scholarly works to learned audiences to the number established as the benchmark for the college per year by end of AY 2004-2005.	The Dean's Office, in collaboration with Department Chairs/Coordinators, will establish a benchmark after collection of data from AY 2002-2003, making sure that the benchmark is publicized to all members of the college.	PASP faculty is active in pursuing scholarly publication. During 2004-2005, 2 poster presentations were approved and presented at the national level. One faculty member presented at the national conference level. Two faculty presentations were made at the state conference level. One article was submitted and approved for peer publication in 2005, another is pending. This meets the established college baseline of an average of one scholarly presentation or publication per full time tenure/tenure track faculty member since there is only one tenured/tenure track faculty member in the PASP.  Expected outcome achieved.	Data on presentations and publications reviewed by Dean's Office and PASP Program Director.

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		Increase the amount of external funding through grants and contracts by 10% based on established benchmark by the end of AY 2004-2005.	The Dean's office will collect data submitted by Department Chairs/ Coordinators from each department's annual assessment report in May 2005 and compare the amount of external funding to the benchmark established for the COHSHS.	Current external funding is \$116,000 from a HRSA grant. A grant application has been submitted for 2005-2008 for \$160,000/year. No benchmark was established for external funding for the PASP program and therefore it could not be determined if this expected outcome was achieved.	Recommended that baseline be established. No final word has been received on grant submitted, but if the grant is funded then the program will have increased by over 10% since last year.

<b>Unit Goal:</b>	Encourage and support ongoing professional, university, and community service activities by faculty and students that enhance the quality of life of multicultural diverse learning community
<b>Link to UTPA Goal(s):</b>	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?)
Service (6)	2	Ninety five percent (95%) of full-time faculty will be involved in professional organizations by AY 2004-05	PA Program director will compile and evaluate professional service data based on information submitted from the departments. Involvement in professional organizations will be defined as holding an active membership.	100% of faculty members are currently active members in both the state and national professional organizations. Completed Spring 2005.  Expected outcome met.	Review of the results showed that thirty three percent of the PASP faculty served on state and national level committees. Participation in professional organizations was considered during the merit process.

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		The PASP will sponsor or support at least one community service activity each year.	The Program Director will compile information from the faculty on community service participation and determine the overall rate of departmental/program participation.	The faculty and students provided free physical exams to over 400 participants in the National Youth Summer Program at UTPA. Completed Spring 2005.  Expected outcome met.	Participation in community service activity was reviewed and reported to the Dean's office.
		One hundred percent (100%) of full-time faculty will be involved in service to the University by AY 2004-05	The Program Director will compile and evaluate each faculty member's service to University.	One-hundred percent of the faculty is involved in service to the University at the Program, College or University level.  Expected outcome has been achieved.	The expected outcome has been revised to reflect the various levels of service to the University.

**Unit Goal:**

Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

**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?)
Student Recruitment, Retention and Placement (6)	1, 2	The PASP department will continue to recruit and maintain applicants and students representative of a diverse student population.	The Admissions Coordinator of the PASP will collect data on applicants and students selected for the PASP annually. Compilation of this report will be made	The PASP participated in recruitment efforts both in conjunction with the college and independently by attending career workshops at other	Results reviewed by the faculty and the Dean's Office. The enrichment program has been planned to continue for 2005-2006.

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			available in May of each year and compared to previous years.	<p>schools. For 2004, all 30 students admitted were retained. The PASP instituted the Summer Enrichment Program, a pilot project for assisting minority students in becoming more competitive in the application process.</p> <p>The class of 2004 has 66% minority enrollment. The enrichment program was a great success. All students (6) in the enrichment program succeeded in being accepted in various PA programs throughout Texas.</p> <p>Expected outcome achieved.</p>	
		Eighty-five percent (85%) of PASP program graduates will find employment within twelve months of graduation each year.	The PASP Director will collect information from the yearly departmental survey reports and determine if eighty-five percent (85%) of the PASP graduates obtained professional employment within six months of graduation.	<p>In 2004, 86% of the graduates obtained employment within 6 months of graduation. One additional student obtained employment after passing the national board exam in the 7<sup>th</sup> month post graduation.</p> <p>Expected outcome met.</p>	Results reviewed by faculty and Dean's office. The PASP has reviewed testing dates and has suggested to the graduates the best time to sit for the national boards in order to meet deadline for retesting if unsuccessful the first time. Testing early allows them to

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					secure licensure in order to seek employment.
		Eighty-five percent (85%) of the PASP students will meet on-time graduation benchmarks each year.	The PA Program Director will collect information for students in the PASP department regarding graduation status and assist the students with on-time graduation.	In 2004, 95% of the students graduated on time.  In 2005, 96% of the students graduated on time.  Expected outcome met.	Results reviewed by faculty and Dean's office. Efforts to assist PASP students in meeting their assigned graduation date are planned to continue for 2005-2006.

**Additional Resources Needed (if any) that were requested for FY06 during the budget cycle:** Requested reauthorization of vacant chair position and authorization for one new faculty position.