

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

**Department of Chemistry**

**Annual Action Plan  
Annual Assessment Report**

**June 2004 – May 2005**

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



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

**Unit:** Department of Chemistry

**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. Hassan Ahmad

**Unit Mission:** The Department of Chemistry is committed to the mission of providing quality education in the process of preparing students for graduate work or careers in chemistry and the biomedical sciences. The department strives to fulfill its mission by offering a program that leads to an undergraduate, graduate, major or minor in chemistry. In addition, the department prepares students for admission to schools of dentistry, pharmacy, and medicine. The department also offers a program that leads to teacher certification. The chemical curriculum is designed to introduce students to the fundamental fields of chemistry and provides opportunities for chemical research. The department is committed to engaging in its activities of teaching, research and professional service in an environment of academic freedom. The Department of Chemistry at The University of Texas – Pan American provides an excellent program and helps the university fulfill its responsibility of providing high quality academic programs for the people of this region and the State of Texas.

**Unit Goal:** Increase Faculty and Student Research Opportunities

**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
Increased research (1)	2	Increase the number of publications by faculty and students of the Department of Chemistry by 15%.	<p>Increase number of students with undergraduate research experience.</p> <p>Work towards a merit system that encourages publication.</p>	The department chair, with the help of the chemistry faculty and secretary, will count the number of faculty <b>research</b> publications for AY 2005 and compare the number to those of AY 2004. Articles that have been published or are in-press will be counted. The end of each respective academic year (August 31) will be used as the effective	None

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
				date for counting the published works. The chemistry faculty will be asked to submit forms to the department for AY 2004 and for AY 2005 that list publications and other research activities to facilitate the assessment of this objective.	
		Increase the number of research presentations made by Department of Chemistry faculty and students by 15%.	<p>Increase number of students with undergraduate research experience.</p> <p>Work with Dean and Provost to increase the travel budget to the average level of the University.</p> <p>Work towards a merit system that encourages presentations.</p>	The department chair, with the help of the chemistry faculty and the secretary, will count the number of faculty <b>research</b> presentations for AY 2005 and compare the number to those of AY 2004. The end of each respective academic year (August 31) will be used as the effective date for counting the presented works. Chemistry faculty will be asked to submit forms to the department for AY 2004 and for AY 2005 that list presentations and other research activities to facilitate the assessment of this objective.	<p>None</p> <p>More travel funds</p> <p>None</p>
		Increase the number of external grants received by Department of Chemistry faculty by 10%, and the number of proposals submitted by 15%.	<p>Continue to develop and submit REU or other types of research participation proposals.</p> <p>Increase number of faculty with teaching released time.</p>	The department chair, with the help of the chemistry faculty and the secretary, will count the number of <b>research</b> proposals submitted and the number of proposals funded for AY 2005 and compare the number to those of AY 2004. The end of each	<p>None</p> <p>Additional released time</p>

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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
				<p>respective academic year (August 31) will be used as the effective date for counting the proposal numbers. Chemistry faculty will be asked to submit forms to the department for AY 2004 and for AY 2005 that list submitted and funded proposals to facilitate the assessment of this objective.</p>	
		<p>Increase the number of student credit hours in research courses by 10%.</p>	<p>Increase numbers of students enrolled in chemistry problems course and master's thesis courses.</p>	<p>The Chair, with the help of the chemistry faculty and secretary, will determine the number of research semester credit hours produced by the department for AY 2005 and compare the hours to those of AY 2004. The undergraduate SCHs will be considered for this count. The end of each respective academic year (August 31) will be used as the effective date for counting.</p>	<p>None</p>
		<p>Increase the number of students with undergraduate research experience by 10%.</p>	<p>Obtain more research grants so as to fund undergraduate research students.</p> <p>Increase space for faculty and student research.</p> <p>Increase funding allocation for instrument repair and maintenance.</p>	<p>The Chair, with the help of the chemistry faculty and secretary, will determine the students engaged in undergraduate research by the department for AY 2005 and compare the hours to those of AY 2004. Chemistry faculty members will be asked to submit forms at the end of AY 2004 and at the end of AY</p>	<p>None</p> <p>New research lab space</p> <p>Use of Technology Fee</p>

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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
			Having a merit system that rewards working with undergraduate students in laboratory research	2005 listing students that they have sponsored in undergraduate research activities. The end of each respective academic year (August 31) will be used as the official counting date.	None
		Increase the number of Chemistry department faculty participating in student-based [research] activities by 10%.	<p>Hire additional faculty that would support student-based activities.</p> <p>Develop merit incentives to reward faculty participating in student-based activities.</p> <p>Place incentives in departmental tenure and promotion documents.</p>	The department chair, with the help of chemistry faculty and secretary, will determine the total number of faculty participating in student-based activities for each academic year so as to calculate the percentage change. Chemistry faculty will be asked to submit forms at the end of AY 2004 and at the end of AY 2005 listing their student-based research activities. The end of each respective academic year (August 31) will be used as the official counting date.	<p>Additional research lab space</p> <p>None</p>
		Increase the number of students matriculating into graduate and other professional programs by 10%.	<p>Develop new relationship with regional institutions to promote admissions in graduate and other professional programs.</p> <p>Continue to establish collaborative arrangements or partnerships to support summer research for students.</p>	The department chair, with the help of chemistry faculty and the secretary, will determine the number of chemistry students matriculating into graduate and other professional programs. The number will be compared for AY 2004 and AY 2005 to determine the increase. The end of each respective academic year (August 31) will be used as the official counting date.	None

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<b>Unit Goal:</b>	Managing increasing enrollment while preserving research opportunities for faculty
<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
Increased enrollment (2)	1	Manage course offerings to increase SCH production per dollar of cost by 5%.	<p>Develop teaching strategies to allow non-research faculty a 15-hour teaching load.</p> <p>Continue to offer late afternoon and evening courses.</p> <p>Offer large sections of selected courses to help SCH production while allowing flexibility to keep some sections small.</p> <p>Develop online and distance learning offerings.</p> <p>Request a new lecturer's position.</p> <p>Offer more concurrent laboratory courses involving teaching assistants.</p> <p>Obtain preferred class scheduling to increase enrollment.</p>	The department chair, with the assistance of Chemistry faculty and the secretary, will determine the SCH production per dollar of cost for AY 2004 and for AY 2005. Summer SCH production will also be considered as part of the assessment. Comparison of these results and the percentage increase will be reported to the Dean by August 31 of AY 2005.	<p>Funds to pay for fifth course</p> <p>None</p> <p>None</p> <p>Faculty released time</p> <p>Approval of lecturer's position</p> <p>Increase in TA budget</p> <p>None</p>

<b>Unit Goal:</b>	Increase resource development/fund raising through gifts and donations
<b>Link to UTPA Goal(s):</b>	1: Ensure undergraduate student access and success

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
Resource development (3)	2	Increase funding generated from individuals and industry in support of research, teaching, student development, and scholarships by 10%.	<p>Establish a database of all Chemistry graduates.</p> <p>Prepare promotional literature including an Internet web page.</p> <p>Establish a Chemistry Advisory Council.</p>	Funding generated by donations and gifts made to the Department of Chemistry will be totaled for AY 2004 and for AY 2005. Comparison of the two years will lead to a percentage change that will be formally reported in August 31, 2005 by the chair to the dean.	None

**Unit Goal:**

To pursue implementation of masters program in chemistry

**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
Program development (4)	6	Seek approval of the MS program in Chemistry.	Follow up on the application process.	The department chair will work closely with the administration and follow the application approval process to ensure the approval of the program is granted before December 2004.	None
		Develop four core and two elective graduate courses.	Seek released time for faculty developing graduate courses for the program.	The department chair will work with the potential chemistry faculty to ensure that competitive courses are developed by the end of December 2004 for the full implementation of the program in fall 2005.	Released time
		Recruit a minimum of seven students into the MS	Develop programs for recruitment, including but	The department chair will work with the chemistry	Increase in operating budget for flyers and other

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		Program.	not limited to: 1) Recruiting from the graduating class of 2005. 2) Sending program information to prospective students.	faculty in all the recruitment activities. Dissemination of new graduate program brochures and contacting former graduates and teachers will be some of the strategies employed. The recruitment activities will continue until the goals are achieved. The reporting time will be the end of August 2005.	recruitment activities



# Annual Assessment Report: June 1, 2004–May 31, 2005

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Unit Head: **Dr. Hassan Ahmad**

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**Unit Goal:** Increase Faculty and Student Research Opportunities

**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?)
Increased research (1)	2	Increase the number of publications by faculty and students of the Department of Chemistry by 15%.	The department chair, with the help of the chemistry faculty and secretary, will count the number of faculty <b>research</b> publications for AY 2005 and compare the number to those of AY 2004. Articles that have been published or are in-press will be counted. The end of each respective academic year (August 31)	In AY 2003-2004 the chemistry faculty published a total of <b>seven</b> research papers in journals.  In AY 2004-2005 total number of published or in-press research publications increased to <b>twelve</b> , representing about a 70% increase in publications.	The department requested additional research space to accommodate faculty and students.

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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?)
			will be used as the effective date for counting the published works. The chemistry faculty will be asked to submit forms to the department for AY 2004 and for AY 2005 that list publications and other research activities to facilitate the assessment of this objective.		
		Increase the number of research presentations made by Department of Chemistry faculty and students by 15%.	The department chair, with the help of the chemistry faculty and the secretary, will count the number of faculty <b>research</b> presentations for AY 2005 and compare the number to those of AY 2004. The end of each respective academic year (August 31) will be used as the effective date for counting the presented works. Chemistry faculty will be asked to submit forms to the department for AY 2004 and for AY 2005 that list presentations and other research activities to facilitate the assessment of this objective.	In AY 2003-2004 the chemistry faculty made <b>sixteen</b> research presentations at international, national or regional scientific meetings.  In AY 2004-2005 the total number of presentations at international, national and regional scientific meetings increased to <b>twenty-nine</b> , representing about an <b>80%</b> percent increase in publications.	The department requested additional research space and faculty travel funds.
		Increase the number of external grants received by Department of Chemistry faculty by 10%, and the number of proposals submitted by 15%.	The department chair, with the help of the chemistry faculty and the secretary, will count the number of <b>research</b> proposals submitted and the number of proposals funded for AY 2005 and compare the	In AY 2003-2004 the Department of Chemistry faculty submitted a total of <b>fifteen</b> grant proposals of which <b>three</b> were funded.  In AY 2004-2005, chemistry faculty submitted	The department requested that the teaching workload for the five be adjusted according to the degree of their involvement in research and proposal writing.

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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?)
			number to those of AY 2004. The end of each respective academic year (August 31) will be used as the effective date for counting the proposal numbers. Chemistry faculty will be asked to submit forms to the department for AY 2004 and for AY 2005 that list submitted and funded proposals to facilitate the assessment of this objective.	a total of <b>seventeen</b> proposals of which <b>four</b> were funded.  Proposal submissions increased by <b>13%</b> and the funding success rate increased by <b>33%</b> .	
		Increase the number of student credit hours in research courses by 10%.	The Chair, with the help of the chemistry faculty and secretary, will determine the number of research semester credit hours produced by the department for AY 2005 and compare the hours to those of AY 2004. The undergraduate SCHs will be considered for this count. The end of each respective academic year (August 31) will be used as the effective date for counting.	The total number of students in the research course CHEM4201/4202 was decreased from <b>twenty-five to fifteen</b> indicating a 60% decrease in student enrollment or SCH. Enrollment in these courses was reduced in an effort to ensure that chemistry majors had the opportunity to complete their graduating curriculum requirements.	Although there was a large decrease in overall enrollment, the decrease in chemistry major enrollment was not that dramatic. The number of students in the two courses is expected to significantly increase next year. Efforts are being made to ensure that each faculty member shares the burden equally to mentor students for the research based courses.
		Increase the number of students with undergraduate research experience by 10%.	The Chair, with the help of the chemistry faculty and secretary, will determine the students engaged in undergraduate research by the department for AY 2005 and compare the hours to those of AY 2004. Chemistry faculty members	<b>Thirteen</b> students were supported by the departmental Welch grant in AY 2003-2004 and <b>twenty-three</b> students were supported by other faculty grants. All together, <b>thirty-six</b> students received training in	More research lab space has been requested in order to increase the number of undergraduate research students in chemistry.

Annual Assessment Report, June 1, 2004–May 31, 2005

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?)
			<p>will be asked to submit forms at the end of AY 2004 and at the end of AY 2005 listing students that they have sponsored in undergraduate research activities. The end of each respective academic year (August 31) will be used as the official counting date.</p>	<p>chemical research.</p> <p>In AY 2004-2005, <b>fifteen</b> students were supported by the departmental Welch grant and <b>twenty nine</b> students were supported by other resources. The total of <b>forty- four</b> students represents a <b>22%</b> increase in student participation.</p> <p>The department has reached its limits to accommodate any more students in the assigned spaces. Admitting more students in these labs will increase both the chemical safety and human safety risks.</p>	
		<p>Increase the number of Chemistry department faculty participating in student-based [research] activities by 10%.</p>	<p>The department chair, with the help of chemistry faculty and secretary, will determine the total number of faculty participating in student-based activities for each academic year so as to calculate the percentage change. Chemistry faculty will be asked to submit forms at the end of AY 2004 and at the end of AY 2005 listing their student-based research activities. The end of each respective academic year (August 31) will be used as the official counting date.</p>	<p>The Department of Chemistry has hired two new faculty members with experience in research. Both of these faculty members have trained students in their labs in AY 2004-2005 and thus increased the number of faculty participating in student-based research from <b>nine</b> to <b>eleven</b>. This corresponds to a <b>22%</b> increase in faculty with research programs to accommodate students.</p>	<p>Hiring of additional qualified faculty that will further increase our pool of faculty with active research programs depends upon the availability of research space in the department. Additional research space has been requested.</p>
		<p>Increase the number of</p>	<p>The department chair, with</p>	<p>In AY 2003-2004 <b>eight</b> out</p>	<p>Although the students'</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?)
		students matriculating into graduate and other professional programs by 10%.	the help of chemistry faculty and the secretary, will determine the number of chemistry students matriculating into graduate and other professional programs. The number will be compared for AY 2004 and AY 2005 to determine the increase. The end of each respective academic year (August 31) will be used as the official counting date.	of eleven students graduated (72%) were admitted to professional schools.  In AY 2004-2005 only <b>seven</b> students out of fifteen graduated (46%) were admitted to professional schools, representing a 12.5% decrease.  Although the number of students graduating with a chemistry degree increased in AY 2004-2005 (from 11 to 15), the percent of graduates attending professional schools decreased compared to 2003-2004.	advisor worked hard with the students we were not able to achieve our intended goal. Our inability to achieve this goal was attributed primarily to personal choices made by the graduates. The department remains committed to ensuring that it increases the number of chemistry students matriculating into professional schools.

Unit Goal:

Managing increasing enrollment while preserving research opportunities for faculty

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?)
Increased enrollment (2)	1	Manage course offerings to increase SCH production per dollar of cost by 5%.	The department chair, with the assistance of Chemistry faculty and the secretary, will determine the SCH production per dollar of cost for AY 2004 and for AY 2005. Summer	Chemistry SCH production for fall 2004 increased by <b>4.8%</b> and for spring 2005 increased <b>9.6%</b> .  (Data collected by the Office of Institutional	The increase is attributed to more offerings and support for student assistants for laboratory teaching. Support for increase in teaching assistantships and new

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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?)
			SCH production will also be considered as part of the assessment. Comparison of these results and the percentage increase will be reported to the Dean by August 31 of AY 2005.	Research and Effectiveness.)	teaching laboratory space has been requested.

**Unit Goal:**

Increase resource development/fund raising through gifts and donations

**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?)
Resource development (3)	2	Increase funding generated from individuals and industry in support of research, teaching, student development, and scholarships by 10%.	Funding generated by donations and gifts made to the Department of Chemistry will be totaled for AY 2004 and for AY 2005. Comparison of the two years will lead to a percentage change that will be formally reported in August 31, 2005 by the chair to the dean.	No new funding was generated in this time period. The current Elliott endowment generated greater than 10.5% increase in revenues to support research, teaching, and student development. The increase in the Elliott fund is attributed to the better stock market value.	Plans to seek external funding have been discussed by the faculty.

**Unit Goal:**

To pursue implementation of masters program in chemistry

**Link to UTPA  
Goal(s):**

2: Enhance graduate education and research

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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?)
Program development (4)	6	Seek approval of the MS program in Chemistry.	The department chair will work closely with the administration and follow the application approval process to ensure the approval of the program is granted before December 2004.	The MS proposal was approved by the UTPA president and submitted to the UT System. The UT System has also approved the proposal and forwarded it to the Texas Higher Education Coordinating Board. The Coordinating Board is awaiting supporting material from the department for further action.	The supporting material requested by the Coordinating Board is being prepared and will be mailed the week of June 12-16.
		Develop four core and two elective graduate courses.	The department chair will work with the potential chemistry faculty to ensure that competitive courses are developed by the end of December 2004 for the full implementation of the program in fall 2005.	Since the approval of the program is delayed, so is the development of the graduate courses.	All the core and elective graduate courses have been submitted for approval to the Graduate Council and the core courses are being developed and will be ready for implementation in spring 2006.
		Recruit a minimum of seven students into the MS Program.	The department chair will work with the chemistry faculty in all the recruitment activities. Dissemination of new graduate program brochures and contacting former graduates and teachers will be some of the strategies employed. The recruitment activities will continue until the goals are achieved. The reporting time will be the end of August 2005.	The department has prepared a list of more than seven former and current students as potential candidates for the program.	The recruitment plan is delayed until the program is approved and the graduate coordinator is appointed. The recruitment program includes the advertising strategy to be implemented.

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

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1. Additional research space
2. One research support personnel position
3. Teaching workload reduction for research faculty
4. Two new faculty positions
5. Increase in departmental travel funds by 100%
6. Graduate Research Assistants to support the master's program
7. Increase in Teaching Assistantships
8. Additional instrumentations to support the master's program
9. New teaching laboratory facilities
10. Renovated or new animal care facility to support the biomedical research programs
11. Start of a new program with BS degree in biochemistry