

Administrative and Educational Support Report

Graduate School

Annual Action Plan
Annual Assessment Report

June 2004 – May 2005



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

Unit: **Graduate School**

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. George P. Avellano**

Unit Mission: The mission of the Graduate School supports the mission of the Division of Academic Affairs. The mission of the Graduate School is to support and reinforce excellence in graduate education and applied scholarly activities. The Graduate School is accountable for the quality and well-being of all graduate programs and will assist graduate faculty in establishing academic policies governing graduate education, including requirements for students, curriculum and graduate faculty selection.

Unit Goal: Provide quality control over all aspects of graduate education

Link to UTPA Goal(s):
 2: Enhance graduate education and research
 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
Ensure the quality of programs (1)	4	Oversee graduate program assessment.	Provide assistance and support to graduate program directors and faculty in initiating and conducting graduate program assessment. Review compiled graduate program assessment results. Review feedback application to support continuous improvement of graduate programs.	Hold assessment meetings with all graduate program directors.	None
		Ensure graduate faculty members are academically	Ensure that each graduate program director has	Each faculty member's credentials will be reviewed	None

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		and professionally qualified for graduate faculty membership.	<p>submitted graduate faculty criteria to the Graduate Council.</p> <p>Review graduate faculty membership application forms and attached resumes for recent publication record of faculty members assigned to teach graduate courses.</p> <p>Recommend matters of policy to the Graduate Council that relate to faculty professionalism and teaching effectiveness.</p>	by the dean of the respective college to ensure graduate faculty members are academically and professionally qualified to teach graduate courses. The Graduate Council will review all Full and Associate Graduate Faculty membership applications for appropriate compliance with program criteria for Graduate Faculty status.	
Enhance student success (2)	4, 7	Provide a graduate orientation to introduce and remind graduate advisors of the policies and procedures associated with graduate education and the functioning of the Graduate Office.	Coordinate a training session for graduate program directors, chairs and advisors during the fall semester of each academic year.	Graduate advisors will meet in a one to two hour orientation conducted by the Associate Vice President for Graduate Studies to review the policies and processes associated with the Office of Graduate Studies.	None
Improve processes (3)	7	Complete the development of the 2004-2006 Graduate Catalog.	<p>Establish a catalog review and updating time-line.</p> <p>Compare all graduate program changes to the minutes of the Graduate Council.</p> <p>Send copies of the current catalog to the colleges/departments for review and updating.</p>	Print the new Graduate Catalog.	None
		Provide administrative oversight for monitoring the graduate assistantship	Establish a listing of all assistantships for review each semester.	All graduate assistantship applications and renewals will be approved by the	None

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		allocation process.	<p>Promote continuous improvement in the quality of assistantship assignments.</p> <p>Require faculty member assigned an assistantship to review and evaluate the accomplishments of their assignee.</p>	Graduate Office.	
Increase student access (4)	4	Increase the percentage of graduate students enrolled in graduate programs from the current 13% to 15% of the total student enrollment for the university.	<p>Participate in regional and national student recruitment fairs.</p> <p>Correspond with prospective students on an ongoing basis.</p> <p>Develop program brochures.</p> <p>Increase the number of master's and doctoral programs.</p>	Calculate the number of graduate students enrolled in AY 2004-05.	Travel funds, promotional items, postage



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Ensure the quality of programs (1)	4	Oversee graduate program assessment.	Hold assessment meetings with all graduate program directors.	The AVP for Graduate Studies and the AVP for Undergraduate Studies met at least once with the chair and director of each graduate program to review the expectations for student learning outcomes assessment in 2004-05.	Additional pre and post tests were developed; assessment results were defined for each graduate program.
		Ensure graduate faculty members are academically and professionally qualified for graduate faculty membership.	Each faculty member's credentials will be reviewed by the dean of the respective college to ensure graduate faculty members are academically and professionally qualified	All faculty members that have applied for Full and/or Associate Graduate Faculty membership meet their program's criteria for membership status.	The application form for Graduate Faculty membership has been changed to accommodate additional input from the dean of the college.

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			to teach graduate courses. The Graduate Council will review all Full and Associate Graduate Faculty membership applications for appropriate compliance with program criteria for Graduate Faculty status.		
Enhance student success (2)	4, 7	Provide a graduate orientation to introduce and remind graduate advisors of the policies and procedures associated with graduate education and the functioning of the Graduate Office.	Graduate advisors will meet in a one to two hour orientation conducted by the Associate Vice President for Graduate Studies to review the policies and processes associated with the Office of Graduate Studies.	The orientation for graduate advisors was held in October 2004.	The Graduate Office has expanded the on-line, web orientation for graduate advisors and increased the stipend available for graduate assistantships.
Improve processes (3)	7	Complete the development of the 2004-2006 Graduate Catalog.	Print the new Graduate Catalog.	All programs reviewed their specific portion of the catalog and gave feedback on changes to the Graduate Office for implementation; the draft of the catalog was prepared and reviewed; the final copy was sent to Austin for review for legal consideration and The University of Texas-Pan American 2005-2007 was printed and is ready for distribution.	The Graduate Catalog is now produced as an online document and is updated as changes are made so that the time to printing for the next Catalog (2007-2009) will be less time consuming; a full-time person has been hired to oversee the catalog updating and printing.
		Provide administrative oversight for monitoring the graduate assistantship allocation process.	All graduate assistantship applications and renewals will be approved by the Graduate Office.	Graduate assistantships (all categories) awarded for AY 2004-05: Fall 2004 150 assistantships awarded for a total of	Additional graduate assistantships were supported with graduate application fees; the amount of the stipend for the assistantships has been increased from \$7004

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				\$412,694 Spring 2005 210 assistantships awarded for a total of \$768,251	per AY to \$10,000 for master's students and from \$10,000 to \$15,000 for doctoral students.
Increase student access (4)	4	Increase the percentage of graduate students enrolled in graduate programs from the current 13% to 15% of the total student enrollment for the university.	Calculate the number of graduate students enrolled in AY 2004-05.	The percentage of graduate students per the total student enrollment for 2004-05 did not increase.	An analysis of the lack of increase showed that the undergraduate enrollment is increasing at a faster rate than the graduate enrollment and therefore the graduate enrollment continues to lag as a percentage of the overall enrollment figure. To encourage additional enrollment at the graduate level, additional assistantships were funded through the Graduate Office and a marketing plan was developed.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle: None