

Administrative and Educational Support Report

University Retention Advisement Program

Annual Action Plan
Annual Assessment Report

June 2004 – May 2005



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

Unit: **University Retention Advisement 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:

Ms. Marta López

Unit Mission:

The University Retention Advisement Program (URAP) offers prescriptive/development advisement to all undergraduate students at the University of Texas-Pan American, with special concentration on freshmen students. URAP provides services and assistance designed to:

- Integrate new students into the university community
- Create an environment which facilitates students' growth and development and promotes educational persistence and academic achievement;
- Promote an environment of continuous improvement through regular program evaluation.

The program serves UTPA students by developing implementing programs that supplement the instructional and support services offered at this University. It also provides students the means to develop self-reliance and independence as integral elements necessary to develop their academic goals.

Unit Goal:

Increase the retention rate of first time freshman and all students by 10% in five (5) years.

Link to UTPA Goal(s):

1: Ensure undergraduate student access and success

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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
Establishment of University Student Advisement Program (1)	2	Advisement resources for all faculty advisors will be available by Fall 2005.	Provide advisement information to faculty advisors. Update Faculty Advisor Manual. Continue to facilitate the Advisor Forum	The distribution list of resource material to the six colleges will be verified by the URAP director.	Copies of materials. Funding for lunch.

Unit Goal:	Increase the retention rate of first time freshman and all students by 10% in five (5) years. Implement Project learning outcomes by identifying appropriate assessment.
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
Undeclared student advisement (2)	2	Advise 85% of Texas Success Initiative complete undeclared students.	Contact students who are TSI cleared undeclared based on information provided by the Office of Admissions and Records. Conduct advisement session and begin Career Exploration. Schedule follow-up session for Career Exploration.	URAP staff will calculate the percentage of students advised in each college. URAP director will report findings to the Associate Vice President for Undergraduate Studies.	Copies and postage Self-Directed Search forms and degree audits or transcripts for students Software for Self-Directed Search; printing of information regarding majors and trends in careers.

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<p>Approval and initiation of freshman success seminar (3)</p>	<p>2</p>	<p>Develop and implement assessment plan for Early Warning System (EWS).</p>	<p>Send letters to students. Develop and conduct faculty and student survey. Request data from Computer Center (CSR)</p>	<p>University Retention Advisement Program (URAP) staff will collect data each semester and calculate success rate of students participating in the EWS, URAP Director will report findings to Associate Vice President for Undergraduate Studies.</p>	<p>Postage</p>
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Division: **Academic Affairs** **Unit Head:** **Ms. Marta Lopez**

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Unit Goal: Increase the retention rate of first time freshman and all students by 10% in five (5) years.

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?)
Establishment of University Student Advisement Program (1)	2	Advisement resources for all faculty advisors will be available by Fall 2005.	The distribution list of resource material to the six colleges will be verified by the URAP director. 4	Faculty Advisor Directory was completed and distributed. Noel Levitz and National Academic Advisement Association (NACADA)	Faculty Advisor Directory is now reviewed by Associate Deans in effort to obtain accurate information. Training material was

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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?)
				Advisor training videos have been reviewed by URAP staff.	ordered for advisement training.

Unit Goal:

Increase the retention rate of first time freshman and all students by 10% in five (5) years.
Implement Project learning outcomes by identifying appropriate assessment.

**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?)
Undeclared student advisement (2)	2	Advise 85% of Texas Success Initiative complete undeclared students.	URAP staff will calculate the percentage of students advised in each college. URAP director will report findings to the Associate Vice President for Undergraduate Studies.	Of the 804 undeclared students identified for AY 04-05, 610 students, or 75.9%, were advised.	Received authorization from Office of Records for URAP staff to be able to sign change of major forms. A detailed plan for contacting undeclared students was developed.
Approval and initiation of freshman success seminar (3)	2	Develop and implement assessment plan for Early Warning System (EWS).	University Retention Advisement Program (URAP) staff will collect data each semester and calculate success rate of students participating in the EWS, URAP Director will report findings to Associate Vice President for Undergraduate Studies.	During AY 04-05, 10177 letters were mailed to students identified as having academic difficulty by faculty. 46.9% of these students received grades of A – C.	Web-based training was scheduled for faculty participating in the EWS program. Letters to participating faculty were sent by the Provost's Office.

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