

Administrative and Educational Support Report

Center for Distance Learning

**Annual Action Plan
Annual Assessment Report**

June 2005 – May 2006



Annual Action Plan: June 1, 2005–May 31, 2006

Unit: Center for Distance Learning and Teaching Excellence

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:** Christina Rogoza

Unit Mission: The Center for Distance Learning and Teaching Excellence, a component of the Division of Academic Affairs, supports and fulfills the mission of the University of Texas-Pan American by providing services and facilities that promote, support, and integrate best pedagogical practices in applied technologies in teaching, learning, and research for traditional and web-based learning offerings.

Unit Goal: Promote and support the integration of technology across the curriculum.

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 FY06
Increase number of courses in WebCT 4.1 and 6.0. (1)	3, 4	Increase number of courses in WebCT 4.1 and 6.0 by 20%.	Identify academic departments and facilitate orientation sessions to WebCT 6.0.	Report on numbers of courses and percentage of increase.	New servers to upgrade to WebCT6.0. Cost of servers, hardware, and licensing \$26,000. Pilot Horizon/Wimba as a tool to host virtual classrooms for totally online and hybrid courses. Cost \$8,000.

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Increase number of faculty users of WebCT 4.1 and 6.0. (2)	3, 4	Increase number of faculty users of WebCT by 20%.	Identify individual faculty (graduate and undergraduate) and facilitate orientation sessions to WebCT 6.0. Liaise with Deans to identify courses appropriate for development as totally online and reduced seat-time for undergraduate and graduate programs.	Report on numbers of faculty users and percentage of increase.	
Increase the number of totally online and reduced seat-time courses. (3)	3, 4	Develop one course per identified academic college and/or department in either fully online or hybrid format.	Identify individual faculty (graduate and undergraduate) and facilitate orientation sessions to WebCT 6.0. Liaise with Deans to identify courses appropriate for development as totally online and reduced seat-time for undergraduate and graduate programs.	Report on faculty using totally online and reduced seat-time courses.	

Unit Goal:	Develop and coordinate an ongoing planning, evaluation, and dissemination process designed to ensure academic excellence and quality standards in curriculum delivery.
Link to UTPA Goal(s):	3. Improve UTPA's organizational effectiveness

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Review and improve quality processes for curriculum delivery for online, hybrid, and web-enhanced courses. (4)	7	Update and report quality issues and recommendations to Academic Deans by March 2006.	Arrange interim meetings with Deans/Chairs to review process for quality control issues.	Feedback from Deans.	N/A
	7	Student evaluations revised.	Develop partnership with College/Department to develop quality control processes via student evaluations.	Student evaluations.	N/A
	7	Develop partnership with Library to improve quality standards for course delivery.	Develop partnership with Library to deliver workshops on plagiarism and copyright.	Workshops developed with Library by March 2006.	N/A

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To provide leadership and research support for the effective use of instructional technology for teaching and learning.

Link to UTPA Goal(s):

2. Enhance graduate education and research

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To provide resources and research assistance for faculty and teaching assistants in piloting and testing new technologies for teaching and learning. (5)	5	Increase in online and print resources for faculty development.	Partner with Library to build resource capacity.	Develop webpage and print resources dedicated for faculty development in research and practice.	N/A

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	5	Provide faculty development through Innovations in Technology luncheons.	Host three Innovations in Technology luncheons.	Analyze attendance demographics at luncheons.	N/A
To initiate research projects from the Center for Distance Learning and Teaching Excellence. (6)	5	Survey faculty for use of technology in classroom.	Work with Office of Institutional Research and Effectiveness to develop survey.	Online survey developed.	N/A
	5	Develop a research project initiated from the Center for Distance Learning and Teaching Excellence.	Work with a department or faculty in developing one research project.	Research project ready for implementation.	N/A



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Increase number of courses in WebCT 4.1 and 6.0. (1)	3, 4	Increase number of courses in WebCT 4.1 and 6.0 by 20%.	Report on numbers of courses and percentage of increase.	In May 2006, number of courses in WebCT platform was 609 representing an increase of 31%. Criterion has been met.	New Director in place. Conducted meetings with Deans and Chairs to encourage faculty use of WebCT and to promote training for appropriate pedagogical use of WebCT.

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Increase number of faculty users of WebCT 4.1 and 6.0. (2)	3, 4	Increase number of faculty users of WebCT by 20%.	Report on numbers of faculty users and percentage of increase.	In May 2006, faculty usage increased by 35%. Criterion has been met.	Book time with remaining Deans and Chairs for departmental meetings.
Increase the number of totally online and reduced seat-time courses. (3)	3, 4	Develop one course per identified academic college and/or department in either fully online or hybrid format	Report on faculty using totally online and reduced seat-time courses.	One new totally online course was conducted using Wimba live virtual classroom for Masters in ESL program. Criterion has been met.	Developed a protocol for running Wimba live virtual classroom.

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Review and improve quality processes for curriculum delivery for online, hybrid, and web-enhanced courses. (4)	7	Update and report quality issues and recommendations to Academic Deans by March 2006.	Feedback from Deans.	By May 2006 had met with 3 Deans and 1 Chair re: quality issues. Criterion partially met.	Deans support using CDLTE as a checkpoint for quality control. They support the need to standardize the design of syllabi and that all courses should have their syllabi in WebCT platform.

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	7	Student evaluations revised.	Student evaluations.	Student evaluations in review. Criterion not met.	Developing protocol for quality control to be approved at Dean's Council. 'Designing an Effective Syllabus' incorporated into Faculty WebCT training.
	7	Develop partnership with Library to improve quality standards for course delivery	Workshops developed with Library by March 2006.	Copyright workshop being planned for September 2006. Library orientation incorporated in WebCT student training. Criterion has been met.	Two quality control checklists developed for online course development. Other rubrics developed and distributed to faculty during WebCT training.

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To provide resources and research assistance for faculty and teaching assistants in piloting and	5	Increase in online and print resources for faculty development.	Develop webpage and print resources dedicated for faculty development in research	Developed two WebCT research portals. Website to be revamped	Developing survey to measure faculty use of technology.

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testing new technologies for teaching and learning. (5)			and practice.	when New Center has been established. Criterion partially met.	
	5	Provide faculty development through Innovations in Technology luncheons.	Analyze attendance demographics at luncheons.	120 faculty attended 3 technology luncheons. Analysis not completed. Criterion not met.	Survey sheets being developed for distribution at technology luncheons.
To initiate research projects from the Center for Distance Learning and Teaching Excellence. (6)	5	Survey faculty for use of technology in classroom.	Online survey developed.	Expected outcome partially met with the development of another survey. Criterion partially met.	
	5	Develop a research project initiated from the Center for Distance Learning and Teaching Excellence.	Research project ready for implementation.	Two research projects in development. Criterion to be met in December 2007.	