

Administrative and Educational Support Report*

Department of English

Annual Action Plan
Annual Assessment Report

June 2005 – May 2006

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



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

Unit: Department of English

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. Steven Schneider

Unit Mission: The Department of English offers undergraduate major and minor programs in English, with specializations in literature, language, and English as a Second Language. Teacher certification plans in English are available at both secondary and elementary levels. Major and minor programs in English offer students an opportunity to discover more about the world they live in, to learn to appreciate the artistic works of fellow human beings, and to develop literary and language aptitudes of their own. The Department is committed to ensuring academic excellence in all academic programs by developing and maintaining outstanding faculty and by serving the academic needs of students at the University of Texas – Pan American. The department also offers graduate major programs leading to the MA in English, the MA in English as a Second Language, and the MA in Interdisciplinary Studies with a concentration in English, and the MA in Interdisciplinary Studies with a concentration in Writing. To students who view education primarily as career training, English programs provide excellent preparation for any profession requiring a high degree of skill and comprehension in oral and written communication.

Unit Goal: The English Department will provide a variety of quality academic programs that cultivate active learning, critical thinking, 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 FY06
Curriculum revision based on English Student Learning Outcomes (SLO)	2, 3, 4, 6	100% of existing courses will be aligned with English Student Learning Outcomes by	<ul style="list-style-type: none"> Results of Spring 2005 student learning outcomes assessments will be 	<ul style="list-style-type: none"> 100% of English courses will integrate Student Learning Outcomes concepts 	None

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assessment. (1)		Spring 2006.	<p>disseminated to faculty.</p> <ul style="list-style-type: none"> • Appropriate department committees and coordinators will review student learning outcomes assessment results. • Following departmental discussion of Student Learning Outcomes assessments, course materials and curricula will be adjusted to promote enhanced student learning. 	<p>and activities into course materials by Spring 2006.</p> <ul style="list-style-type: none"> • Initiatives for student learning improvement plan will be proposed in Fall 2005. • Student learning improvement plan initiatives will be implemented in Spring 2006. • Graduate program will initiate portfolio assessment by Spring 2006. 	
	2, 3, 4, 6	<ul style="list-style-type: none"> • In Fall 2005 and Spring 2006, curricular revisions will be proposed to reflect results of Student Learning Outcomes assessment and to promote enhanced student learning. • In Fall 2005 and 	<ul style="list-style-type: none"> • Departmental curriculum committees will review undergraduate and graduate curriculum in the context of English Student Learning Outcomes • Committees and 	<ul style="list-style-type: none"> • Proposed new courses and/or programs will reflect current theory and practice in undergraduate and graduate English studies (Fall 2005 and Spring 2006) • Proposed revisions 	None

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		<p>Spring 2006, departmental faculty will discuss and approve proposed curricular revisions.</p> <ul style="list-style-type: none"> In Spring 2006, proposed curricular changes will be submitted to appropriate administrators. 	<p>faculty will recommend revision of existing courses and/or programs to reflect Student Learning Outcomes assessment.</p>	<p>to existing courses and/or programs will promote enhanced student learning.</p> <ul style="list-style-type: none"> Proposed curriculum plans for enhancing student learning will be submitted to appropriate review levels in Spring 2006. 	

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

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Learning Communities. (2)	1, 2, 3	20 percent increase in number of Learning Communities courses offered in Spring 2006.	<ul style="list-style-type: none"> Encourage existing Learning Communities faculty to recruit additional Learning Communities participants. Disseminate to 	<ul style="list-style-type: none"> By Spring 2006, identify and involve more English Department faculty in the teaching of Learning Communities Courses. By Spring 2006: 	Funds for faculty development and attendance at professional development seminars.

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			faculty reports and statistics on success of Learning Communities courses. • Invite Title V representatives to disseminate Learning Communities information to English Department faculty.	20% increase in number of learning communities courses offered by the English Department.	

Unit Goal:	Recruit and retain highly qualified faculty by providing an environment that promotes and rewards excellence in teaching, research, service, and student success.
Link to UTPA Goal(s):	3. Improve UTPA's organizational effectiveness

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Official English Department faculty policies and processes. (3)	7	In Fall 2005, Tenure and Promotion guidelines will be presented to all appropriate faculty and administrators for discussion and approval	<ul style="list-style-type: none"> • Consultation with COAH Dean • Departmental discussion of proposed guidelines • Departmental approval of Tenure 	<ul style="list-style-type: none"> • Tenure and Promotion guidelines will be approved through all required levels and be in place by Spring 2006. • Tenure and 	None

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			and Promotion Guidelines	Promotion Guidelines will be implemented in Spring 2006.	
	7	In Fall 2005 and Spring 2006, Annual Evaluation Guidelines will be reviewed to determine if revisions are necessary.	<ul style="list-style-type: none"> • Appointment of Ad Hoc Committee to initiate review process. • Presentation of proposed revisions to faculty. • Revision of Annual Evaluation Guidelines. • Submission of revised Annual Evaluation Guidelines to appropriate review levels. 	<ul style="list-style-type: none"> • Annual Evaluation Guidelines will be discussed through Spring 2006. • Approval process of proposed revisions to Annual Evaluation Guidelines will be initiated in Spring 2006. 	None
	7	In Fall 2005 and Spring 2006, English Graduate Program policies will be revised and updated to reflect institutional and professional positions on graduate education.	<ul style="list-style-type: none"> • Graduate Program Committee will review existing policies and propose necessary revisions. • Revised Graduate Program Policies will be discussed by the graduate faculty. 	<ul style="list-style-type: none"> • Revised Graduate Program policies will be approved by the English Graduate faculty in Spring 2006. • Revised Graduate Program policies will be submitted for approval to 	None

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				appropriate review bodies in Spring 2006.	



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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?)
Curriculum revision based on English Student Learning Outcomes (SLO)	2, 3, 4, 6	100% of existing courses will be aligned with English Student Learning Outcomes by	<ul style="list-style-type: none"> 100% of English courses will integrate Student Learning Outcomes concepts 	<ul style="list-style-type: none"> 100% of English courses have been aligned with English Student Learning 	<ul style="list-style-type: none"> Faculty have developed course objectives for each course they teach

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assessment. (1)		Spring 2006.	<p>and activities into course materials by Spring 2006.</p> <ul style="list-style-type: none"> • Initiatives for student learning improvement plan will be proposed in Fall 2005. • Student learning improvement plan initiatives will be implemented in Spring 2006. • Graduate program will initiate portfolio assessment by Spring 2006. 	<p>Outcomes as demonstrated through syllabi and annual assessment activities (freshman, sophomore, and senior assessments).</p> <ul style="list-style-type: none"> • The English Programs Assessment Committee developed improved SLO assessment materials. • Portfolio assessment for MAESL graduates was implemented in Fall 2005. 	<p>and have aligned these objectives with English Student Learning Outcomes.</p> <ul style="list-style-type: none"> • Faculty have been guided by the Assessment Coordinator and English Programs Assessment Committee members in making assessment an integral part of their teaching. • Results of Program Assessments in Fall 2005 and Spring 2006 have been used to propose initiatives for improving student learning (for example, pre- and post-testing in individual classes to measure student achievement relevant to course objectives and English SLO's).
	2, 3, 4, 6	• In Fall 2005 and	• Proposed new	A new undergraduate	New courses in rhetoric

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		<p>Spring 2006, curricular revisions will be proposed to reflect results of Student Learning Outcomes assessment and to promote enhanced student learning.</p> <ul style="list-style-type: none"> • In Fall 2005 and Spring 2006, departmental faculty will discuss and approve proposed curricular revisions. • In Spring 2006, proposed curricular changes will be submitted to appropriate administrators. 	<p>courses and/or programs will reflect current theory and practice in under graduate and graduate English studies (Fall 2005 and Spring 2006)</p> <ul style="list-style-type: none"> • Proposed revisions to existing courses and/or programs will promote enhanced student learning. • Proposed curriculum plans for enhancing student learning will be submitted to appropriate review levels in Spring 2006. 	<p>curriculum for the English Department was finalized and approved by the faculty. This new curriculum was approved by the University Curriculum Committee in Spring 2006.</p>	<p>and literature have been implemented at the undergraduate and graduate levels.</p>

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

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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?)
Learning Communities. (2)	1, 2, 3	20 percent increase in number of Learning Communities courses offered in Spring 2006.	<ul style="list-style-type: none"> By Spring 2006, identify and involve more English Department faculty in the teaching of Learning Communities Courses. By Spring 2006: 20% increase in number of learning communities courses offered by the English Department. 	<p>The Department of English offered five Learning Communities courses in spring 06 and has doubled that number for fall 06.</p> <p>The instruction of Learning Communities courses by Department of English Faculty shows improved student success and retention.</p>	<p>The University's Learning Communities Coordinator, a professor in the English Department, made several presentations to the English Department during department meetings on the educational benefits of the LC approach. Workshops were held throughout the Spring 2006 semester to recruit new faculty for LC courses.</p> <p>Faculty, under the guidance of the LC coordinator, have begun discussing opportunities for LC teaching across colleges and at the upper division level.</p>

Unit Goal:

Recruit and retain highly qualified faculty by providing an environment that promotes and rewards excellence in teaching, research, service, and student success.

Link to UTPA Goal(s):

3. Improve UTPA's organizational effectiveness

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?)
Official English	7	In Fall 2005, Tenure	<ul style="list-style-type: none"> Tenure and 	The Department of	The Department of

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Department faculty policies and processes. (3)		and Promotion guidelines will be presented to all appropriate faculty and administrators for discussion and approval	<p>Promotion guidelines will be approved through all required levels and be in place by Spring 2006.</p> <ul style="list-style-type: none"> • Tenure and Promotion Guidelines will be implemented in Spring 2006. 	English completed all revisions to its Tenure and Promotion policy. The policy was approved by departmental faculty and the Interim Dean of Arts and Humanities. It awaits final approval by the Provost.	English established clear criteria for promotion and tenure to Associate Professor and to Full Professor.
	7	In Fall 2005 and Spring 2006, Annual Evaluation Guidelines will be reviewed to determine if revisions are necessary.	<ul style="list-style-type: none"> • Annual Evaluation Guidelines will be discussed through Spring 2006. • Approval process of proposed revisions to Annual Evaluation Guidelines will be initiated in Spring 2006. 	The Department of English faculty revised the department's Annual Evaluation Guidelines in spring 06.	The Department of English updated its Annual Evaluation Guidelines by adding and refining points concerning the evaluation of teaching, service, and scholarship.
	7	In Fall 2005 and Spring 2006, English Graduate Program policies will be revised and updated to reflect institutional and professional positions on graduate education.	<ul style="list-style-type: none"> • Revised Graduate Program policies will be approved by the English Graduate faculty in Spring 2006. • Revised Graduate Program policies will be submitted for approval to 	The Department of English Graduate Faculty approved criteria for appointment to the Graduate Faculty and a new two-track curriculum for the graduate program.	<p>A new graduate faculty coordinator, Dr. Gary Schneider, was appointed for the M.A. program in English.</p> <p>The departmentally approved changes to the graduate curriculum were also reviewed and approved by the</p>

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			appropriate review bodies in Spring 2006.		Graduate Council.