

Administrative and Educational Support Report*

Department of Modern Languages & Literature

**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 Modern Languages and Literatures

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. Glenn Martinez

Unit Mission: The Department of Modern Languages and Literatures is dedicated to achieving excellence in research, teaching and public service related to the languages, literatures and cultures taught in the Department. Research, teaching, and service are interrelated pursuits with common goals. The Department strives to maintain effective undergraduate and graduate programs whose quality is enhanced by the constant intellectual and professional development of the Department’s faculty, as well as by their strong commitment to service. Consistent with the Mission Statement of The University of Texas-Pan American, the Department of Modern Languages and Literatures "is committed to excellence in instruction, student performance, research, scholarly accomplishment and professional service and to expansion of international emphasis in all major areas of institutional endeavor".

The Department’s primary purpose is to provide an exceptional teaching/learning experience, designed to meet the changing needs of our students through the creation of a student-centered, intellectually stimulating, multicultural learning environment that promotes lifelong learning.

Unit Goal: Provide a variety of quality academic programs grounded in the liberal arts 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
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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 FY06
Student learning outcomes assessment (SLO). (1)	2, 4	The Department of Modern Languages and Literatures will implement a 2005-2006 student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.	<ul style="list-style-type: none"> The Department of Modern Languages and Literatures will ensure the implementation of student learning improvement plans (SLIP) in all degreed programs. Integrate the results achieved from implementing the student learning improvement plans in the 2005-2006 annual assessment reports. 	The Department of Modern Languages and Literatures will address the effectiveness of their student learning improvement plans in the 2005-2006 Annual Assessment Report due in May 2006.	None

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):	<ol style="list-style-type: none"> 1. Ensure undergraduate student access and success 2. Enhance graduate education and research

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Time-to-graduation. (2)	2, 4	In fall 2005, the Department of Modern Languages and Literatures will conduct an assessment of time-	<ul style="list-style-type: none"> Incorporate instructions given to chairs for assessing time-to-graduation. 	In January 2006, submit to the Dean a report detailing the time-to-graduation baseline for each degreed program.	None

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		to-graduation for each degreed program.			
	2, 4	The Department of Modern Languages and Literatures will develop an integrated plan for improving time-to-graduation in its degreed programs beginning in AY07.	<ul style="list-style-type: none"> The Department of Modern Languages and Literatures will develop and disseminate guidelines for the integrated plan. Set deadlines to submit integrated college plan for improving time-to-graduation to Dean for approval. 	By April 8, 2006, seek approval from the Dean and Provost on the integrated department and college plans for improving time-to-graduation and request submission of revised plans by April 15, 2006.	None
Student success. (3)	2, 4	By the end of December 10, 2005, define student success and compile a list of factors that contribute to success.	<ul style="list-style-type: none"> Take part in the task force composed of faculty, administrators and staff who will draft a definition and identify factors. Seek approval of the definition and list of factors. 	In December 2005, the Department of Modern Languages and Literatures will disseminate the official definition of student success and a list of factors contributing to student success in academic programs.	None
	2, 4	The Department of Modern Languages and Literatures will review the official list of factors that contribute	<ul style="list-style-type: none"> Develop and disseminate guidelines for the integrated plan. 	By April 15, 2006, receive approval from the Dean and Provost on the integrated college plans for measuring	None

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		to student success and prepare an integrated plan for measuring student success in its programs beginning in September 2006.	<ul style="list-style-type: none"> Set deadline for the Department to submit integrated college plan for measuring student success to Dean for approval. 	student success or will request submission of revised plans by April 22, 2006.	
	2, 4	In spring 2006, the Department will review the official list of factors that contribute to student success, examine its current efforts to enhance student success, and report its findings to the Dean and other senior administrators.	<ul style="list-style-type: none"> Set deadline to review student success factors and examine current efforts to enhance student success. Schedule dates to report to Dean and Provost's Management Group. 	By April 30, 2006, the Department of Modern Languages and Literatures will report its efforts to enhance student success to members of the Dean and Provost's Management Group (PMG).	None

Unit Goal: Facilitate excellence in scholarship, research, and/or creative activities for the enhancement of knowledge that can be shared with the public through presentation, publication, or performance.

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Research productivity. (4)	2, 5	Using data for AY05, establish the baseline for the level of scholarly productivity for the Department of Modern	<ul style="list-style-type: none"> Submit 2004-05 data for scholarly production by October 31, 2005. 	The official baseline for scholarly productivity will be established by November 2005.	None

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		Languages and Literatures.	<ul style="list-style-type: none"> Review data submitted and prepare master spreadsheet. 		
	2, 5	Increase the level of overall external funding during AY06 by 10% over AY05.	<ul style="list-style-type: none"> Promote the concept of a research culture. Request assistance from the Office of Research and Sponsored Projects to support efforts to increase research capacity and productivity. Increase the level of support provided to the faculty by the Office of Research and Sponsored Projects. Support the professional development of the faculty as researchers. Increase the number of faculty members submitting a three-year plan for scholarship. 	Track the proposals submitted and approved throughout AY06.	<ul style="list-style-type: none"> Funding for additional workshops, travel, training Funding for workshops, speakers, travel Local funds for awards

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			<ul style="list-style-type: none"> • Provide space, equipment and materials for research activities. • Recognize and reward faculty members for commitment to research activities. 		



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Student learning outcomes assessment (SLO). (1)	2, 4	The Department of Modern Languages and Literatures will implement a 2005-2006 student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.	The Department of Modern Languages and Literatures will address the effectiveness of their student learning improvement plans in the 2005-2006 Annual Assessment Report due in May 2006.	The Department conducted an assessment of its student learning improvement plans and found that significant numbers scored extremely high on language proficiency.	A task force was created to review the SLOs and to align them with the National Standards for Foreign Language Teaching. The reviewed SLOs have been completed.

Unit Goal:	Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.
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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?)
Time-to-graduation. (2)	2, 4	In fall 2005, the Department of Modern Languages and Literatures will conduct an assessment of time-to-graduation for each degreed program.	In January 2006, submit to the Dean a report detailing the time-to-graduation baseline for each degreed program.	The time to graduation analysis indicated that 50% of students graduate in 4 years, 66.7% in 5 years, and 50% in 6 years.	The Department began the process of reforming its undergraduate and graduate degree program to enhance time-to-graduation rates.
	2, 4	The Department of Modern Languages and Literatures will develop an integrated plan for improving time-to-graduation in its	By April 8, 2006, seek approval from the Dean and Provost on the integrated department and college plans for improving time-to-	The Department has not yet sought approval for its time-to-graduation improvement plan.	The Department will submit its comprehensive degree program improvement proposal in June 2006.

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		degreed programs beginning in AY07.	graduation and request submission of revised plans by April 15, 2006.		
Student success. (3)	2, 4	By the end of December 10, 2005, define student success and compile a list of factors that contribute to success.	In December 2005, the Department of Modern Languages and Literatures will disseminate the official definition of student success and a list of factors contributing to student success in academic programs.	The definition of student success was disseminated.	The SLO task force designed new indicators of student success aligned with the National Standards for Foreign Language Teaching.
	2, 4	The Department of Modern Languages and Literatures will review the official list of factors that contribute to student success and prepare an integrated plan for measuring student success in its programs beginning in September 2006.	By April 15, 2006, receive approval from the Dean and Provost on the integrated college plans for measuring student success or will request submission of revised plans by April 22, 2006.	The department has not yet requested approval for its revised plan for student success.	The results of the task force will be submitted to the office of the dean for approval in June 2006.
	2, 4	In spring 2006, the Department will review the official list of factors that contribute to student success, examine its current efforts to enhance student success, and report its findings to the	By April 30, 2006, the Department of Modern Languages and Literatures will report its efforts to enhance student success to members of the Dean and Provost's Management Group	The report indicated that the department boasts retention rates of 75% and 88.9% in the first year. Additionally, it showed that the department has among the highest four year graduation rate in the	The department continues to implement its strategy for student success through innovative instructional support systems. The department continues to hire graduate student writing tutors working in

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		Dean and other senior administrators.	(PMG).	college.	the University Writing Center. The department also continues to support the instructional technology initiative that helps students stay abreast of the material covered in class and contributes to a more timely completion of the degree.

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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?)
Research productivity. (4)	2, 5	Using data for AY05, establish the baseline for the level of scholarly productivity for the Department of Modern Languages and Literatures.	The official baseline for scholarly productivity will be established by November 2005.	The official baseline for scholarly productivity was established.	The graduate faculty criteria were revised to reflect the official baseline.
	2, 5	Increase the level of overall external funding during AY06 by 10% over AY05.	Track the proposals submitted and approved throughout AY06.	The Department submitted six grant proposals during AY06.	The Department was awarded three research and curriculum development grants from the National Endowment

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					for the Humanities, The U.S. Mexico Research Network, and the U.S. Department of Education.