

# **Administrative and Educational Support Report\***

**Department of Music**

**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:** Music Department

**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. Dahlia Guerra

**Unit Mission:** THE DEPARTMENT OF MUSIC OF THE UNIVERSITY OF TEXAS PAN AMERICAN is committed (1) to providing high-quality training in the areas of music education, music performance, and ethnomusicology at the undergraduate and graduate levels for students pursuing careers in music, (2) to offering a broad musical education in the liberal arts tradition to general students, and (3) to enhancing the multi-cultural musical environment of the community through the talents and expertise of its faculty and students.

THE DEPARTMENT OF MUSIC OF THE UNIVERSITY OF TEXAS PAN AMERICAN seeks to fulfill its responsibilities through excellent teaching; appropriate course offerings; a wide variety of multi-cultural and multi-lingual performance opportunities that reflect the international character of the community; scholarly and creative contributions to the academic and general communities; and current equipment and facilities in which to perform those activities.

**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
Student learning outcomes assessment	2, 4	The Music Department degree programs will	<ul style="list-style-type: none"> <li>• The Music Department will</li> </ul>	The Music Department will address the	None

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(SLO). (1)		implement a 2005-2006 student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.	<p>ensure the implementation of student learning improvement plans (SLIP) in all degreed programs.</p> <ul style="list-style-type: none"> <li>Integrate the results achieved from implementing the student learning improvement plans in the 2005-06 annual assessment reports.</li> </ul>	effectiveness of their student learning improvement plans in the 2005-2006 Annual Assessment Report due in May 2006.	

<b>Unit Goal:</b>	Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.
<b>Link to UTPA Goal(s):</b>	<ol style="list-style-type: none"> <li>Ensure undergraduate student access and success</li> <li>Enhance graduate education and research</li> </ol>

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
Time-to-graduation. (2)	2, 4	In fall 2005, The Music Department will conduct an assessment of time-to-graduation for each degreed program.	<ul style="list-style-type: none"> <li>Incorporate instructions given to chairs for assessing time-to-graduation.</li> </ul>	In January 2006, submit to the Dean a report detailing the time-to-graduation baseline for each degreed program.	None
	2, 4	The Music Department	<ul style="list-style-type: none"> <li>The Music</li> </ul>	By April 8, 2006, seek	None

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
		will develop an integrated plan for improving time-to-graduation in its degree programs beginning in AY07.	<p>Department will develop and disseminate guidelines for the integrated plan.</p> <ul style="list-style-type: none"> <li>Set deadlines to submit integrated college plan for improving time-to-graduation to Dean for approval.</li> </ul>	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.	
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"> <li>Take part in the task force composed of faculty, administrators and staff who will draft a definition and identify factors.</li> <li>Seek approval of the definition and list of factors.</li> </ul>	In December 2005, the Music Department will disseminate the official definition of student success and a list of factors contributing to student success in academic programs.	None
	2, 4	The Music Department 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.	<ul style="list-style-type: none"> <li>Develop and disseminate guidelines for the integrated plan.</li> <li>Set deadline for the Music Department to submit integrated college plan for measuring student</li> </ul>	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.	None

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			success to Dean for approval.		
	2, 4	In spring 2006, The Music 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"> <li>Set deadline to review student success factors and examine current efforts to enhance student success.</li> <li>Schedule dates to report to Dean and Provost's Management Group.</li> </ul>	By April 30, 2006, the Music Department 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 Music Department.	<ul style="list-style-type: none"> <li>Submit 2004-05 data for scholarly production by October 31, 2005.</li> <li>Review data submitted and prepare master spreadsheet.</li> </ul>	The official baseline for scholarly productivity will be established by November 2005.	None

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

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			<ul style="list-style-type: none"> <li>Recognize and reward faculty members for commitment to research activities.</li> </ul>		



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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?)
Student learning outcomes assessment	2, 4	The Music Department degree programs will	The Music Department will address the	A Student Learning Outcomes (SLO)	Revisions to SLO and narrative reports made in

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(SLO). (1)		implement a 2005-2006 student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.	effectiveness of their student learning improvement plans in the 2005-2006 Annual Assessment Report due in May 2006.	assessment plan was developed and implemented in Fall 2005.  Effectiveness of student learning improvement plans in the 2005-2006 Annual Assessment has been compiled and submitted.  Expected outcome met.	Fall 2005.  A Music Theory Entrance Exam has been designed for implementation Fall 2006.

**Unit Goal:**

Provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

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Goal(s):**

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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 Music Department 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.	In January 2006, reports were submitted detailing the time-to-graduation baseline for each degreed program.  Expected outcome met.	New sections of gatekeeper courses (Music Theory) added in Fall 2005. The goal of completing Piano Proficiency requirements in a timely manner (by end of 4 <sup>th</sup> semester ) was enforced. Time-to-graduation rates have improved.

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	2, 4	The Music Department will develop an integrated plan for improving time-to-graduation in its degreed programs beginning in AY07.	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.	The Music Department has implemented a plan for improving graduation rates. (8 out of 11 Spring Music graduates completed their degree programs in less than 5 years).  Expected outcome met.	Plans to improve time-to-graduation rates have been implemented.
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 Music Department will disseminate the official definition of student success and a list of factors contributing to student success in academic programs.	In early Spring 2006, the Music Department Faculty defined and compiled an official definition of student success with a list of factors contributing to student success in academic programs  Expected outcome met.	The Music Department has planned to monitor student success through the advisors, applied teachers, and ensemble directors.
	2, 4	The Music Department 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.	On May 23, 2006, the Music Department submitted the official list of factors that contribute to student success and prepare an integrated plan for measuring student success in its programs to the Dean for approval.  Expected outcome met.	The Music Department has planned to disseminate the official list of factors that contribute to student success to the students themselves at all advising sessions.

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	2, 4	In spring 2006, The Music 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.	By April 30, 2006, the Music Department will report its efforts to enhance student success to members of the Dean and Provost's Management Group (PMG).	The Music Department submitted the official list of factors that contribute to student success and prepare an integrated plan for measuring student success in its programs to the Dean and awaits approval.  Expected outcome met.	The Music Department has planned to report all findings of monitoring student success to the Dean and Provost's Management Group.

**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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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 Music Department.	The official baseline for scholarly productivity will be established by November 2005.	Scholarly Productivity – 2005-2006 as compared to 2004-2005:  Performances/ Presentations/Research: Solo Concerts 2004-2005 National – 1 Local – 13 2005-2006 National - 1 Local – 15 Conductor-Ensemble	The Chair has implemented the tracking and documentation of scholarly productivity.

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				2004-2005 International - 4 State - 1 Local – 20  2005-2006 International - 7 State - 3 Local – 27  Director of Ensemble in a National Competition:  2004-2005 - 1 (1 <sup>st</sup> place) 2005-2006 - 2 (1 <sup>st</sup> place)  Chamber Ensemble Concerts 2004-2005 International - 2 National - 6 Local - 10 1 Musical Theater Production  2005-2006 International - 5 National - 8 Local – 15  Research Presented 2004-2005 National - 1 Regional - 1	

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				<p>State – 1</p> <p>2005-2006 National - 3 State – 4</p> <p>Publications/Creative Activity:</p> <p>2004-2005 1 Book Articles Published: International – 1 Articles Submitted - 4 Nat'l</p> <p>5 new ensembles created 2 Production of Commercial Music Recordings</p> <p>2005-2006 Articles Published: International – 1 National – 7 4 Articles Accepted for Publication 2 Articles Submitted for Publication 4 Musical Arrangements Published 1 New Edition of Composition Published 4 Production of Commercial Music Recordings</p>	

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				The Music Department exceeded its expected outcome in scholarly productivity by more than 10 %.	
	2, 5	Increase the level of overall external funding during AY06 by 10% over AY05.	Track the proposals submitted and approved throughout AY06.	Research Awards for Faculty Development Research Awards for Faculty Development  2004-2005 - 1 2005-2006 - 3 (\$2,000 each)  1 Provost International Award  Expected outcome exceeded by more than 10%.	The faculty has been encouraged to work with the Office of Sponsored Programs on increasing the number of applications for grants. Faculty members have applied for travel and research funds from the Faculty Development Council.