

Administrative and Educational Support Report*

EdD Program in Educational Leadership

Annual Action Plan Annual Assessment Report

June 2005 – May 2006

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



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

Unit: Doctoral Program in Educational Leadership

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. Anita Pankake

Unit Mission: The mission of the Doctoral Program in Educational Leadership in the College of Education at The University of Texas Pan American is to firmly establish the doctoral program as a viable, high-quality program that serves student populations in the area. The Doctorate of Education (Ed.D.) emphasizes preparation for leadership careers in a variety of educational settings.

Unit Goal: Provide a superior learning experience for students admitted to the doctoral program.

Link to UTPA Goal(s): 2. Enhance graduate education and research
3. Improve UTPA’s organizational effectiveness

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
Assessment of student learning. (1)	4, 7	Conduct student learning outcome assessments at the end of each academic term.	<ul style="list-style-type: none"> • Check passing rates for each doctoral course at the end of each academic term. • Conduct 	<ul style="list-style-type: none"> • One hundred per cent (100%) of students enrolled will achieve a grade of B or better for each course in which they enrolled. • One review session 	None

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			<p>comprehensive exam review sessions each semester.</p> <ul style="list-style-type: none"> Monitor proposal and final defense sessions for quality and completeness. 	<p>per semester will be scheduled and conducted for students taking the comprehensive exams that semester.</p> <ul style="list-style-type: none"> Director will attend proposal and final defenses having read the documents being defended at each scheduled session. 	

Unit Goal:

Provide opportunities for student access to doctoral education

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- 2. Enhance graduate education and research
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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
Scheduling and content of Doctoral Education. (2)	4,7	<ul style="list-style-type: none"> By January 1, 2006, draft course schedules for all doctoral cohort groups admitted and the next group to be admitted will be available for student and faculty planning. 	<ul style="list-style-type: none"> Draft schedules for all cohorts currently taking coursework. Work with Doctoral Oversight Committee (DOC) to determine the best sequence of required doctoral 	<ul style="list-style-type: none"> Schedules for all cohort groups will be posted on the program website. Identified existing courses and proposals for new courses to move forward for approval 	Graduate assistant position for survey administration, data entry, and report development. (approx. \$18,000.00 for the academic year)

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		<ul style="list-style-type: none"> By May 31, 2006 coursework for at least two 18 sch content specializations will be identified for doctoral students and tentatively scheduled. 	<p>coursework.</p> <ul style="list-style-type: none"> Use information from the DOC to draft schedule for Cohort V to be admitted in Spring 2007. Conduct a survey of all doctoral students and alums regarding program effectiveness and needed changes. 	<p>as a specialization in at least two content areas.</p> <ul style="list-style-type: none"> Schedule all coursework requirements for Cohort V will be available as part of the recruitment materials for Fall 2006. Surveys collected, data entered and results calculated. 	

Unit Goal:

Improve the effectiveness of the doctoral program

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Improve faculty governance within the doctoral program. (3)	4,5,7	Maintain the governance structure established in 04-05	<ul style="list-style-type: none"> Identify membership for standing committees. 	Committee recommendations will be voted on by the Doctoral	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
		and activate standing committees to achieve changes in curriculum, recruitment, admissions, and student assessment.	<ul style="list-style-type: none"> • Establish charges for each committee. • Provide faculty development for dissertation advisement. • Establish committee meeting dates and spaces. • Provide clerical support for committee work. 	Oversight Committee and as appropriate moved forward to other administrative units for approval.	



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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?)
Assessment of student learning. (1)	4, 7	Conduct student learning outcome assessments at the end of each academic term.	<ul style="list-style-type: none"> • One hundred per cent (100%) of students enrolled will achieve a grade of B or better for each course in which they enrolled. • One review session 	<ul style="list-style-type: none"> • All but three students enrolled achieved B or better for each of their courses. • A review session 	Conferences were held with the three students to determine cause(s) for the grades of C. It was determined to be an effort and communication problem within the student group, not a program issue.

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			<p>per semester will be scheduled and conducted for students taking the comprehensive exams that semester.</p> <ul style="list-style-type: none"> • Director will attend proposal and final defenses having read the documents being defended at each scheduled session. 	<p>regarding the comprehensive examinations was scheduled in July for Fall 05 exams; in February for Spring 06 exams.</p> <ul style="list-style-type: none"> • Director attended 4 of the 6 proposal defenses scheduled during 05-06; documents for 5 of the 6 defenses were read. 	<p>Review sessions for the comprehensive examinations continued early in the term prior to the test date. One proposal was not approved; major revisions were requested. Information to both students and professors was developed to describe expectations regarding proposal development and defenses.</p>

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Scheduling and content of Doctoral Education. (2)	4,7	<ul style="list-style-type: none"> • By January 1, 2006, draft course schedules for all doctoral cohort groups admitted and the next group to be admitted will be available for student and faculty 	<ul style="list-style-type: none"> • Schedules for all cohort groups will be posted on the program website. • Identified existing courses and proposals for new 	<ul style="list-style-type: none"> • Tentative schedules for at least two semesters ahead are posted of the program website. 	<ul style="list-style-type: none"> • Fall 2006 and Spring 2007 schedules have been drafted. • A faculty committee for Curriculum was formed to begin

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		planning. <ul style="list-style-type: none"> By May 31, 2006 coursework for at least two 18 sch content specializations will be identified for doctoral students and tentatively scheduled. 	courses to move forward for approval as a specialization in at least two content areas. <ul style="list-style-type: none"> Schedule all coursework requirements for Cohort V will be available as part of the recruitment materials for Fall 2006. Surveys collected, data entered and results calculated. 	<ul style="list-style-type: none"> This has not been completed. Survey has been developed but not distributed. 	development of two specializations. <ul style="list-style-type: none"> A faculty committee for Recruitment/Admission was formed to finalize recruitment materials changes by Fall 06. Survey distribution has been scheduled for Fall 06.

Unit Goal:

Improve the effectiveness of the doctoral program

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Improve faculty governance within the doctoral program. (3)	4,5,7	Maintain the governance structure established in 04-05 and activate standing	Committee recommendations will be voted on by the Doctoral Oversight Committee	Subcommittees of the Doctoral Oversight Committee were formed to work on Curriculum,	The subcommittees were charged as follows: Curriculum - to identify and, if necessary

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		committees to achieve changes in curriculum, recruitment, admissions, and student assessment.	and as appropriate moved forward to other administrative units for approval.	recruitment and admissions & comprehensive exams (student assessment).	develop, coursework for specializations for graduate approval by Spring 07 Recruitment and Admissions – to revise recruitment (by October 2006) and assessment materials (by January 2007) Comprehensive examinations – study options during Fall and Spring 06/07 and implement new procedures with the newly admitted Cohort V.