

Administrative and Educational Support Report

College of Social & Behavioral Sciences

**Annual Action Plan
Annual Assessment Report**

June 2005 – May 2006



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

Unit: College of Social and Behavioral Sciences

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:** Van Reidhead, Dean

Unit Mission: Teach the body of knowledge and the critical thinking skills of the social and behavioral sciences; to add to this base of knowledge and skills through high-quality research; and to utilize the knowledge and skills in service to the local and professional communities of south Texas and the nation. The mission of the College is accomplished with: Excellence of teaching that utilizes pedagogically sound techniques, that is based on the principles of academic freedom, and that helps students to become committed to life-long learning, critical thinking, social involvement, and to dealing ethically and empathetically with others, Scholarship that promotes collaboration in the discovery, testing, and dissemination of knowledge and that can improve the social conditions of our society, region, the global community and our professions. Service based on principles of collegial decision-making that contributes to the well-being of UTPA, the respective professions of the College, and the regional, national and international communities.

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
 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
Improve student access and success. (1)	3	Identify funding sources for new programs and to enhance existing ones.	<ul style="list-style-type: none"> Contact funding sources. Conduct campus and 	Chairs will report progress at SBS Executive Council meetings.	None

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			college discussions. <ul style="list-style-type: none"> Secure campus support. Create work teams with deadlines. 	Dean will make regular reports to Provost and other campus leaders.	
	2	Improve advising practices.	Chairs will work with Advising Center and Dean to propose improved advising structures.	Departments will implement improved advising practices.	None

Unit Goal:	Establish innovative practices that facilitate growth and sustained qualitative improvements in the college mission to build and sustain excellence in 1) teaching, 2) research, 3) service, and 4) community engagement.
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
Improve college's organizational effectiveness. (2)	7	Establish College Bylaws.	Executive Council will identify College-specific structures, set action deadlines, and monitor progress.	Bylaws will be approved by November 1, 2005.	None
	7	Establish College Council to represent faculty in shared governance.	Election(s) will be conducted to select College Council members.	College Council will convene by November 15, 2005.	None

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	7	Implement improved business practices to facilitate success in the 4 core activities of this goal.	Implement practices that improve the environment for productivity in the 4 core activities of this goal.	<ul style="list-style-type: none"> • ASO will provide monthly training for department secretaries. • ASO will monitor all departmental business efficiencies and propose improvements to the Dean and Executive Council. • ASO will support PI grant account management. • Decision authority for functions budgeted at Department level will be devolved to Chairs wherever possible. 	Increase ASO from .50 FTE to 1.0 FTE \$19,000
	5, 7	Take first steps to establish College outreach and contract operations.	<ul style="list-style-type: none"> • Establish pilot continuing education & outreach program. • Study best practices for establishing a College contract office and propose action. 	<ul style="list-style-type: none"> • Dean will solicit outreach projects from Chairs and faculty and set up accounts to run pilot program(s). • Dean will discuss contract needs with campus leaders and outside experts, and 	None

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				will produce plan.	
	7	Assess College space utilization.	Inventory space, assess utilization, discuss results.	Executive Council will produce space report and recommendations.	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.
Link to UTPA Goal(s):	1. Ensure undergraduate student access and success 2. Enhance graduate education and research

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Improve access and success through research opportunities. (3)	2,4,5	Increase research activity and productivity in the College.	<ul style="list-style-type: none"> Use Enhancement Funds and College Indirect Funds to establish College program to fund competitive research and teaching/learning proposals. Use Enhancement Funds to produce College Research and Teaching/Learning Conference. 	<ul style="list-style-type: none"> Dean will produce RFP(s) calling for competitive proposals. College Council will review proposals and recommend funding in Fall and Spring competitions. Set dates for College Conference to be held Fall 2006. 	\$50,000 Enhancement Funds

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	5	Increase grant applications.	Make contacts with new funding sources.	Dean will report progress to Executive Council and higher level administration.	None

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
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Increase access for graduate programs. (4)	6	Develop plan for NASPA accreditation of MPA program.	Discuss criteria directly with NASPA officials.	Chair will report to Dean.	None
	6	Take first steps to establish APA accredited Ph.D. in Clinical Psychology.	<ul style="list-style-type: none"> • Produce new proposal that establishes need for program, based on THECB criteria. • Gain campus administrative support for resource needs. 	Proposal that meets Texas Higher Education Coordinating Board criteria for new programs will be submitted to UT System.	None
	4	Build inter-departmental curricular collaborations.	Work with PA and POLS programs to achieve mutually beneficial cross-curriculum offering	Produce articulation agreement.	None

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			and faculty teaching.		



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Improve student access and success. (1)	3	Identify funding sources for new programs and to enhance existing ones.	Chairs will report progress at SBS Executive Council (EC) meetings.	The biweekly EC Agenda had Chair Reports at the top; chairs discussed	N/A

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			Dean will make regular reports to Provost and other campus leaders.	progress, setbacks, and strategy in goal achievement. Dean reported monthly in private meeting with Provost; bimonthly to provost on issues arising through Council of Deans and Provost Management Group meetings; once in annual Budget Report to President; and once to Presidents' Council.	
	2	Improve advising practices.	Departments will implement improved advising practices.	Advising Caseload documents of the Freshman and Sophomore Advisors document the change.	Four out of Five undergraduate departments successfully transferred Freshman and Sophomore technical advising to Advising Center advisors; the fifth department chose to retain these functions and coordinated with the Advising Center advisors.

Unit Goal:	Establish innovative practices that facilitate growth and sustained qualitative improvements in the college mission to build and sustain excellence in 1) teaching, 2) research, 3) service, and 4) community engagement.
Link to UTPA Goal(s):	2. Enhance graduate education and research 3. Improve UTPA's organizational effectiveness

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Improve college's organizational effectiveness. (2)	7	Establish College Bylaws.	Bylaws will be approved by November 1, 2005.	Bylaws were approved by vote of the College Faculty by Nov. 1.	
	7	Establish College Council to represent faculty in shared governance	College Council will convene by November 15, 2005.	College Council met and began faculty governance functions of shared governance before Nov. 15.	
	7	Implement improved business practices to facilitate success in the 4 core activities of this goal.	<ul style="list-style-type: none"> • ASO will provide monthly training for department secretaries. • ASO will monitor all departmental business efficiencies and propose improvements to the Dean and Executive Council. • ASO will support PI grant account 	<ul style="list-style-type: none"> • ASO (Academic Services Officer) provided monthly training for department secretaries from October through May. • The ASO met at least weekly with the Dean and discussed work flow; ASO was put on the Agenda of every biweekly Exec Council meeting to discuss business priorities and efficiency. This yielded 80% (9 out of 12) faculty searches successfully concluded, and a recruitment fund 	

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			<p>management.</p> <ul style="list-style-type: none"> Decision authority for functions budgeted at Department level will be devolved to Chairs wherever possible. 	<p>balance that will be used to jump-start recruitment for AY07.</p> <ul style="list-style-type: none"> ASO assumed responsibility for new grant and contract account management, except in Center on Aging. Chairs were alerted that travel decisions and signature authority will be devolved to them, and the ASO is training secretaries; Chairs assumed responsibility for recruitment funds. 	
	5, 7	Take first steps to establish College outreach and contract operations.	<ul style="list-style-type: none"> Dean will solicit outreach projects from Chairs and faculty and set up accounts to run pilot program(s). Dean will discuss contract needs with campus leaders and 	<ul style="list-style-type: none"> Two departments, Public Administration, and Psychology-Anthropology proposed and were granted seed money to set up revenue generating outreach programs; Dean consulted and 	#2 accounts were established for each program to receive external fee money.

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			outside experts, and will produce plan.	launched a plan to set up a college-wide Center for Grants and Contracts to umbrella externally funded projects and programs, and provide infrastructure support to PI's in order to create efficiencies of scale in their activity and research productivity.	
	7	Assess College space utilization.	Executive Council will produce space report and recommendations.	Dean's office completed 50% of work required for EC space report.	

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.
Link to UTPA Goal(s):	<ol style="list-style-type: none"> 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?)
Improve access and success through research opportunities.	2,4,5	Increase research activity and productivity in the College.	<ul style="list-style-type: none"> • Dean will produce RFP(s) calling for 	<ul style="list-style-type: none"> • Dean's office, in consultation with 	

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(3)			competitive proposals. <ul style="list-style-type: none"> • College Council will review proposals and recommend funding in Fall and Spring competitions. • Set dates for College Conference to be held Fall 2006. 	College Council and Exec Council provided two grant programs, one to conduct research (11 projects and 21 faculty supported, and one to write articles or grant proposals (7 faculty supported). <ul style="list-style-type: none"> • College Council delegated review authority to the College Research Committee, and the Dean funded all proposals recommended by the RC, at the rates recommended. • Dates are set for second weekend in December 2006. 	College Council delegated responsibility for College Research and Teaching and Learning Conference to the Research Committee.
	5	Increase grant applications.	Dean will report progress to Executive Council and higher level administration.	Data not available. We believe that there was a modest increase.	We will endeavor to implement a recording and tracking system that captures these data.

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Provide a variety of quality academic programs grounded in the liberal arts that cultivate active learning, critical thinking, and interdisciplinary perspectives.

Link to UTPA

1. Ensure undergraduate student access and success

Goal(s):

- 2. Enhance graduate education and research
- 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?)
Increase access for graduate programs. (4)	6	Develop plan for NASPA accreditation of MPA program.	Chair will report to Dean.	Chair consulted with Chair of NASPA Accreditation Committee, reported findings to Dean.	Plan was produced.
	6	Take first steps to establish APA accredited Ph.D. in Clinical Psychology.	Proposal that meets Texas Higher Education Coordinating Board criteria for new programs will be submitted to UT System.	Dean, VP for Graduate Studies, and Chair consulted with UT Vice Chancellor for Academic Affairs to establish UT System and THECB criteria to propose Ph.D. program in Clinical Psychology; Proposal was completed and submitted to UT System in May requesting listing on UTPA Table of Programs.	Outcome pending.
	4	Build inter-departmental curricular collaborations.	Produce articulation agreement.	Political Science and Public Administration departments produced an articulation agreement that 1) divided up responsibility/ownership of courses with both POLS and MPA content; 2) agreement on cross-listed courses and schedule for offering;	

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				and 3) agreement on interdepartmental faculty sharing.	