

Department of Criminal Justice
Annual Action Plan
Annual Assessment Report

June 2005 – May 2006



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

Unit: Department of Biology (College of Science & Engineering)

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: Biology **Unit Head:** Dr. Mohammed Farooqui

Unit Mission: The Biology Department is committed to excellence in instruction, scholarly accomplishments, research, professional service, and student success. The Department seeks to provide a broad based education in Biology to provide students the opportunity to pursue the career best suited to their interests and abilities. The Department strives to meet the needs of students with various career goals that require a background in the biological sciences. The Department offers courses to fulfill the requirements of general education science courses, Bachelor of Science degree, and a minor in Biology that prepare students to enter the work force of continue their education in graduate and professional schools.

Unit Goal: Provide quality programs in Biology that cultivate learning, critical thinking, problem solving and interdisciplinary perspectives.

Link to UTPA Goal(s): 1. Ensure undergraduate student access and success
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
Refine the Department's goals on a yearly basis. (1)	1, 2, 7	Minutes of monthly departmental meetings.	Address issues concerning Strategic Planning and Assessment during each monthly departmental meeting.	Check if department meeting minutes have been used as a framework for potential unit goals and measurable objectives.	None
	1, 2, 7	Updated Strategic	Submit updated	Compare SAP for AY	Additional FTE release

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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
		Action Plan accepted by the UTPA administration.	Strategic Plan to UTPA Administration each academic year.	2005 – 2006 with SAP for AY 2004 – 2005.	for chairperson of Strategic Planning and Assessment Committee.

Unit Goal:

Provide effective undergraduate and graduate student recruitment, academic development, retention, and placement programs.

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
Evaluate student recruitment, retention, and placement. (2)	1	Increased numbers of students transferring from STC and other community and technical colleges in AY 2005-2006.	Student recruitment: Use existing articulation agreements with community and technical colleges as a recruitment tool.	Count number of students transferring from STC and other community and technical colleges in AY2005-2006 and compare with AY2004-2005.	Funding for additional staff position for biology: "Recruitment and Advising Specialist"
	1	Increased numbers of concurrent enrollment freshmen entering the department in AY 2005-2006.	Student recruitment: Use concurrent enrollment and other college preparation programs as recruitment tools.	Count number of concurrent enrollment freshmen entering the department in AY 2005-2006 and compare with AY 2004-2005.	Funding for additional staff position for biology: "Recruitment and Advising Specialist"
	2	Increased URAP student pass rates.	Retention: Continue to expand the role of the University Retention Advisement Program (URAP) in Department of Biology recruitment	Compare AY 2005-2006 URAP student pass rates with AY 2004-2005 URAP student pass rates.	Funding for additional staff position for biology: "Recruitment and Advising Specialist"

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
			activities. Work with URAP to identify students enrolled in freshman biology courses who are failing.		
		Presence of an easily accessible and user-friendly database showing a list of past students, year of graduation, and post-degree matriculation.	Placement: Maintain an online database indicating student matriculation into post-degree positions.	Quantify ease and helpfulness of past student success information online. Track student matriculation and success by comparing data from academic years.	None
Review, update, and refine course inventory and laboratories. (3)	2, 3	Updated course inventory list in 2007-2009 Undergraduate (UG) and Graduate (G) catalogs.	<ul style="list-style-type: none"> Review course inventory and laboratory curriculum. Update course inventory and laboratory curriculum. 	Compare course inventory lists in 2005-2007 catalog with 2007-2009 catalog.	None
		Updated laboratory handbooks for general biology lab courses (available for student purchase).	Refine course inventory and laboratory curriculum.	Compare previous academic year's lab handbooks with revised handbooks.	Funding to revise appropriate laboratory handbooks (e.g. BIOL 1401 or 1402, 2403 or 2404)
Develop a Doctoral Program in Biology (4)	4, 5, 6	Increase library book and scientific journal holdings in AY 2005-2006.	Petition for increased library resources that support the area of emphasis and expertise in Subtropical Biology.	Compare relevant library holdings for AY 2005-2006 and AY 2004-2005.	Increased fund allocation for books and journals related to the area of subtropical biology.

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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
		Increase access to sabbatical leaves in AY 2005-2006 (*difficult to assess as professors generally only take 1-2 sabbatical leaves per career).	Develop a sabbatical leave program for research faculty. (VERY IMPORTANT)	*Compare number of sabbatical leaves between selected time frames (e.g., periods of 5 AYs).	Funds for full teaching release will be necessary for the sabbatical period in question.
		Completion and submission of a Ph.D. proposal (or white-paper) on file with the UTPA administration and T.H.E.C.B.	Resubmit Ph.D. Proposal to the UTPA Administration and T.H.E.C.B. focusing on the area of emphasis and expertise in Subtropical Biology.	Estimate progress/status of Ph.D. proposal and compare with historical progress of similar documents. (subjective)	Continued 3 FTE release for Graduate Advisor.

Unit Goal:	Develop and coordinate an ongoing planning, evaluation, and dissemination process designed to ensure academic excellence and demonstrate student success.
Link to UTPA Goal(s):	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
Review and enhance the systematic planning and evaluation processes of the department. (5)	7	Ongoing review of departmental review; periodic departmental retreats.	<ul style="list-style-type: none"> Review and evaluate the planning process for all programs in biology Propose a departmental retreat involving department 	Compare oversight of planning and evaluation between AY 2004-2005 and AY 2005-2006 by review at departmental retreat.	Additional FTE release time for review and evaluation processes.

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
			chair, graduate chairman, and committee chairs.		

Unit Goal:

Promote and support the use of technology and pursue the adoption of emerging academic and research platforms.

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
Increase the integration of instructional technology into biology courses and laboratory teaching. (6)	3, 6, 7	Increased utilization of internet-based and WebCT instruction in AY 2005-2006.	Utilize WebCT and Internet-based technologies in teaching.	Compare number of faculty and lecturers (and number of sections) where internet-based and WebCT instruction are being used between AY 2005-2006 and AY 2004-2005.	None
		Increased utilization of specialized and high-end laboratory equipment for teaching.	Increase specialized and high-end equipment usage in upper-level course laboratory teaching.	Compare number of faculty (and number of laboratory sections) where specialized and high-end lab equipment are being used between AY 2005-2006 and AY 2004-2005.	Lab Fee funds as requested by individual faculty for purchase of specialized equipment.
Maintain and continually update the departmental website. (7)	7	Increase amount of up-to-date information concerning teaching,	Update the departmental webpage with new information as soon as it	Compare number of up-to-date pages on biology department website	None

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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
		research, and service activities of biology department on website in AY 2005-2006.	becomes available.	between AY 2005-2006 and AY 2004-2005.	

Unit Goal:

Recruit outstanding teaching and research faculty.

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
Continue to invite and encourage applicants from doctoral/research-extensive universities. (8)	3, 5, 6	AY 2005-2006 ads have detailed information that will attract competitive candidates.	Include in position advertisements: salary range(s), availability of start-up funds, and research space.	Compare information in AY 2005-2006 job ads with AY 2004-2005 job ads; compare number of competitive applicants between same years.	Permission from administration to include said information in job ads.
		Increase in funds for ads and interview expenses for AY 2005-2006.	Increase funds for position advertising and on-site interviewing expenses.	Compare AY 2005-2006 funding commitments with AY 2004-2005 commitments.	Increased funds for ads and interviews.

Unit Goal:

Facilitate and reward excellence in scholarship and research.

Link to UTPA Goal(s):

1. Ensure undergraduate student access and success
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
Ensure that each faculty member has the department's requirements for merit, tenure and promotion. (9)	2, 4, 5, 7	All faculty have a copy of the department's handbook and know what the requirements for success are (faculty success = student success!)	Provide a copy of the departmental handbook to all faculty members.	Poll the faculty to see who has a copy of the faculty handbook and who understands the requirements for success in Biology and at UTPA	None
Utilize and encourage merit policies that fairly distribute rewards to individuals that exhibit high production in teaching, research, and/or service. (10)	2, 4, 5, 7	Approval of Biology Department Annual Evaluation Instrument	Obtain approval of Biology Department Annual Evaluation Instrument	Compare Annual Evaluation Instrument for AY 2005-2006 with AY 2004-2005.	None
		New College of Science & Engineering Annual Evaluation Procedures.	Obtain new College of Science & Engineering Annual Evaluation Procedures	Compare Annual Evaluation Instrument for AY 2005-2006 with AY 2004-2005.	None

Unit Goal:	Encourage and support ongoing professional, university, and community service activities by faculty, staff, and students.
Link to UTPA Goal(s):	<ol style="list-style-type: none"> 1. Ensure undergraduate student access and success 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
Increase opportunities for biology faculty, students, and staff to be	2, 3, 4,5, 6	Increased funding available for biology faculty to attend	Increase funding available for biology faculty to attend	Compare funding available for biology faculty to attend	Funds for travel and lodging reimbursement.

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involved in professional development activities. (11)		professional conferences and educational workshops.	professional conferences and educational development workshops.	professional conferences and educational workshops between AY 2005-2006 and AY 2004-2005.	
		The existence of any level of funding available for students to travel to professional conferences and educational development workshops.	Make funding available for students to travel to professional conferences and educational development workshops.	Compare funding available for students to travel to professional conferences and educational development workshops between AY 2005-2006 and 2004-2005.	Funds for travel and lodging available for student use upfront.
Enhance the level of community services provided by biology faculty and students by 2006. (12)	3, 6	Increased faculty participation in community service activities.	Increase faculty participation in community service activities by increasing merit point awards for applicable community service.	Compare faculty participation in community service activities between AY 2005-2006 and AY 2004-2005.	None

Unit Goal:

Enhance leadership and staffing resources for the biology department.

Link to UTPA Goal(s):

1. Ensure undergraduate student access and success
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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
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Provide resources and compensation aimed at improving the Chairman's ability to lead the department. (13)	3, 6, 7	Increased FTE release time permitted for department chairmanship duties.	Increase FTE release time permitted for department chairmanship duties.	Compare FTE release time for the Department Chairperson between AY 2005-2006 and AY 2004-2005.	Increase FTE allowance - make necessary changes to HOP policies (if needed).
		Increased monetary compensation for Department Chairperson duties.	Increase monetary compensation for Department Chairperson duties.	Compare Department Chairperson reimbursement between AY 2005-2006 and AY 2004-2005.	Funding approval from appropriate administrators for compensation increase.
		Full-time staff person hired to perform laboratory duties in order for the chairman to effectively continue research.	Provide the Department Chairperson with a full-time staff person to perform laboratory duties in order to facilitate a continuity of research.	Document the successful interview and hiring of the full-time staff person (compare between AY 2005-2006 and AY 2004-2005).	Funding approval from appropriate administrators for new staff position.

Unit Goal:

Enhance research and teaching space for the biology department

Link to UTPA Goal(s):

1. Ensure undergraduate student access and success
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
Complete existing research laboratory shelved spaces in science building. (14)	3, 5, 6, 7	Approval of request for finished laboratory space for existing biology faculty.	Request finished laboratory space for existing biology faculty. (4 existing faculty	Compare request approvals between AY 2005-2006 and AY 2004-2005.	Funds (approx. \$250,000 per build-out) - administration approval required.

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			members require research space)		
		Complete build-out of remaining laboratory shelled spaces on 1st, 2nd, and 3rd floors of Science Bldg	Request build-out of remaining laboratory shelled spaces on 1st, 2nd, and 3rd floors of Science Bldg.	Compare completed lab shell spaces between AY 2005-2006 and AY 2004-2005.	Funds (approx. \$250,000 per build-out) - administration approval required.
Renovate and/or build a new animal care facility for related research purposes. (15)	3, 5, 6	Funds available for renovation and upgrade of Animal Care Facility OR new facility identified (see below).	Request funds for renovation and upgrade of Animal Care Facility.	Compare fund request approvals for Animal Care Facility between AY 2005-2006 and AY 2004-2005.	Funds - administration approval required.
		Approval for of new wing to begin on Science Bldg (Phase II); requires administration and T.H.E.C.B.	Request construction of new wing to begin on Science Bldg (Phase II); new wing of Science Bldg would include Animal Care Facility.	Compare progress of Phase II plans between AY 2005-2006 and AY 2004-2005.	Funds - delivered from State of Texas and approved by administration
Construct a greenhouse facility on campus for use in plant-related teaching and research. (16)	3, 5, 6	Approval for of new wing to begin on Science Bldg (Phase II); requires administration and T.H.E.C.B.	Request construction of new wing to begin on Science Bldg (Phase II); new wing of Science Bldg would include Greenhouse	Compare progress of Phase II plans between AY 2005-2006 and AY 2004-2005.	Funds - delivered from State of Texas and approved by administration
Support and increase the use of the Coastal Studies Lab (CSL) for research, teaching, and public outreach. (17)	3, 5, 6, 7	Funding approved for for on-site construction of housing facilities at the CSL.	Request funding for on-site construction of housing facilities at the CSL.	Compare funds approved for on-site construction of housing facilities at the CSL between AY 2005-2006 and AY 2004-2005.	Funds for on-site construction of housing facilities (from administration, T.H.E.C.B., donation, etc.)

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		Proposals submitted for summer and minimester course offerings at the CSL.	Submit proposals for summer and minimester course offerings at the CSL.	Compare summer and minimester course offerings at the CSL between AY 2005-2006 and AY 2004-2005.	None



Annual Assessment Report: June 1, 2005–May 31, 2006

Unit: Department of Biology

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Division: Biology **Unit Head:** Dr. Mohammed Farooqui

Unit Mission: The Biology Department is committed to excellence in instruction, scholarly accomplishments, research, professional service, and student success. The Department seeks to provide a broad based education in Biology to provide students the opportunity to pursue the career best suited to their interests and abilities. The Department strives to meet the needs of students with various career goals that require a background in the biological sciences. The Department offers courses to fulfill the requirements of general education science courses, Bachelor of Science degree, and a minor in Biology that prepare students to enter the work force of continue their education in graduate and professional schools.

Unit Goal: Provide quality programs in Biology that cultivate learning, critical thinking, problem solving and interdisciplinary perspectives.

Link to UTPA Goal(s): 1. Ensure undergraduate student access and success
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?)
Refine the Department's goals on a yearly basis. (1)	1, 2, 7	Minutes of monthly departmental meetings.	Check if department meeting minutes have been used as a framework for potential unit goals and measurable objectives.	Departmental meeting minutes are recorded by Ms. Ardath Egle; the strategic action planning chairperson maintains copies of the minutes and incorporates relevant information in	The minutes from department-level discussions have been used within this document to address assessment results and applications of such results.

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?)
				the SAP scheme.	
	1, 2, 7	Updated Strategic Action Plan (SAP) accepted by the UTPA administration.	Compare SAP for AY 2005-2006 with SAP for AY 2004-2005.	The SAP for AY 2005-2006 was retained by the administration and not returned to the biology department for correction.	The revised SAP for AY 2005-2006 was extensively revised and broadened as compared to the SAP for AY 2004-2005 and now includes 9 unit goals whereas the previous plan contains 3 unit goals.

Unit Goal:

Provide effective undergraduate and graduate student recruitment, academic development, retention, and placement programs.

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?)
Evaluate student recruitment, retention, and placement. (2)	1	Increased numbers of students transferring from STC and other community and technical colleges in AY 2005-2006.	Count number of students transferring from STC and other community and technical colleges in AY2005-2006 and compare with AY2004-2005.	During AY 2004-2005, approximately 80 students transferred to biology from other institutions (data not yet available for AY 2005-2006); Approximately 70-80% of transfer students originate from STC. [Data available from the College of Science & Engineering	Monitor transfer student enrollment more closely during AY 2005-2006 and AY 2006-2007. Identify impacts of transfer student on SCH production and overall quality of biology program.

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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?)
				STC transfer success committee; see also OIRE, Admissions & Records]	
	1	Increased numbers of concurrent enrollment freshmen entering the department in AY 2005-2006.	Count number of concurrent enrollment freshmen entering the department in AY 2005-2006 and compare with AY 2004-2005.	During AY 2004-2005 there were approx. 6-10 concurrent enrollment students; during AY 2005-2006 there were approx. 10-14 concurrent enrollment students.	Monitor transfer student enrollment during AY 2006-2007. Identify impacts of concurrent enrollment students on SCH production and overall quality of biology program.
	2	Increased URAP student pass rates.	Compare AY 2005-2006 URAP student pass rates with AY 2004-2005 URAP student pass rates.	First-year undergraduate retention rates for Biology were 76.6% for Fall 2004 and 73.6% for Fall 2005.	Since retention is a direct reflection of academic success, these rates will be used as one measure of new student success.
	2, 3	Presence of an easily accessible and user-friendly database showing a list of past students, year of graduation, and post-degree matriculation.	Quantify ease and helpfulness of past student success information online. Track student matriculation and success by comparing data from academic years.	<ul style="list-style-type: none"> • Data from “2006 Biology Annual Report”; • 51 students were accepted into professional schools in 2004; 70 students were accepted into professional schools in 2005. • Biology graduate enrollment increased by 1.25%. 	Improvements in the biology graduate application and retention process are being made as this is a destination of many of the graduating students that do not attend professional schools.

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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?)
Review, update, and refine course inventory and laboratories. (3)	2, 3	Updated course inventory list in 2007-2009 UG and G catalogs.	Compare course inventory lists in 2005-2007 catalog(s) with 2007-2009 catalog(s).	Currently there are 50 UG courses and 29 G courses listed in the 2005-2007 catalog(s).	The 2007-2009 catalog has not been published yet. (Newer faculty will make at least five course additions over the next academic year; these will be included in the next catalog).
	2, 3	Updated laboratory handbooks for general biology lab courses (available for student purchase).	Compare previous academic year's lab handbooks with revised handbooks.	BIOL 1401 and 1402 instructors edited lab handbook drafts and corrections/updates were given to the Lab Coordinator.	Corrected/updated lab handbooks are available for BIOL 1401 and 1402 students to purchase for classes.
Develop a Doctoral Program in Biology. (4)	4, 5, 6	Increase library book and scientific journal holdings in AY 2005-2006.	Compare relevant library holdings for AY 2005-2006 and AY 2004-2005.	Library book holdings have increased by several volumes from AY 2004-2005 to AY 2005-2006 (but it is not significant); scientific journal holdings and on-line access have not increased substantially.	Requests continue for further books on various sub-disciplines in biology; request increased print journal holdings and on-line access from library administrators.
	4, 5, 6	Increase access to sabbatical leaves in AY 2005-2006 (*difficult to assess as professors generally only take 1-2 sabbatical leaves per career).	Compare number of sabbatical leaves between selected time frames (e.g., periods of 5 AYs).	No sabbatical leaves taken during AY 2005-2006 or AY 2004-2005.	One sabbatical leave was taken during AY 2003-2004 thus providing an enhanced framework at the University and College-level for faculty leave support.

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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?)
	4, 5, 6	Completion and submission of a Ph.D. proposal (or white-paper) on file with the UTPA administration and T.H.E.C.B.	Estimate progress/status of Ph.D. proposal and compare with historical progress of similar documents. (subjective)	Stand alone Ph.D. program proposal for biology not submitted during AY 2005-2006.	Currently pursuing an interdisciplinary Ph.D. program in "Biomedical Life Sciences" with UTMB. Future meetings planned between UTPA administration and biology department for cooperative and/or independent Ph.D. programs.

Unit Goal:

Develop and coordinate an ongoing planning, evaluation, and dissemination process designed to ensure academic excellence and demonstrate 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?)
Review and enhance the systematic planning and evaluation processes of the department. (5)	7	Ongoing review of departmental review; periodic departmental retreats.	Compare oversight of planning and evaluation between AY 2004-2005 and AY 2005-2006 by review at departmental retreat.	Relevant committees and the department chairperson will conduct oversight of strategic planning, assessment, and annual review during AY 2005-2006 as with AY 2004-2005.	SAP process, Biology Annual Report, and Student Assessment will continue to be overseen by the respective chairman of relevant committees and department chairperson.

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Unit Goal:

Promote and support the use of technology and pursue the adoption of emerging academic and research platforms.

Link to UTPA

- 2. Enhance graduate education and research
- 3. Improve UTPA's organizational effectiveness

Goal(s):

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 the integration of instructional technology into biology courses and laboratory teaching. (6)	3, 6, 7	Increased utilization of internet-based and WebCT instruction in AY 2005-2006.	Compare number of faculty and lecturers (and number of sections) where internet-based and WebCT instruction are being used between AY 2005-2006 and AY 2004-2005.	One new faculty member (AY 2005-2006) in biology utilizes WebCT. The number of devoted course websites has remained relatively steady from AY 2004-2005 to AY 2005-2006.	Improved course organization and access to educational materials for general biology students.
	3, 6, 7	Increased utilization of specialized and high-end laboratory equipment for teaching.	Compare number of faculty (and number of laboratory sections) where specialized and high-end lab equipment is being used between AY 2005-2006 and AY 2004-2005.	Addition of a graduate-level cell biology course using specialized and high-end lab equipment during AY 2005-2006.	Increased access to modern biology techniques and equipment for advanced students.
Maintain and continually update the departmental website. (7)	7	Increase amount of up-to-date information concerning teaching, research, and service activities of biology department on website in AY 2005-2006.	Compare number of up-to-date pages on biology department website between AY 2005-2006 and AY 2004-2005.	Increased number of web pages devoted to academics, faculty/staff, research, publications, joint programs, scholarships, employment, and news/events by ~10% from AY 2004-2005 to AY 2005-2006.	Improved access to departmental information for biology students, staff, and faculty.

Unit Goal:	Recruit outstanding teaching and research faculty.
Link to UTPA 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?)
Continue to invite and encourage applicants from doctoral/research-intensive universities. (8)	3, 5, 6	AY 2005-2006 ads have detailed information that will attract competitive candidates.	Compare information in AY 2005-2006 job ads with AY 2004-2005 job ads; compare number of competitive applicants between same years.	<ul style="list-style-type: none"> Job ads during AY 2005-2006 included deadlines and required hardcopies of application materials. These features were absent in the AY 2004-2005 job ads. The number of faculty applicants increased from 40 to 54 between AY 2004-2005 and 2005-2006. 	<ul style="list-style-type: none"> New job ad requirements used to ensure efficient, fair, and timely review of applicant materials. Continue to increase applicant pools in order to maximize the number of competitive applicants.
	3, 5, 6	Increase in funds for ads and interview expenses for AY 2005-2006.	Compare AY 2005-2006 funding commitments with AY 2004-2005 commitments.	Funds for job ads and interview costs increased from \$4000 to \$6000 between AY 2004-2005 and 2005-2006.	Continue to funds for ads and interviews in order to maximize the number of competitive applicants and increase the number of candidates that can visit the UTPA campus.

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Unit Goal:	Facilitate and reward excellence in scholarship and research.
Link to UTPA Goal(s):	1. Ensure undergraduate student access and success 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?)
Ensure that each faculty member has the department's requirements for merit, tenure and promotion. (9)	2, 4, 5, 7	All faculty have a copy of the department's handbook and know what the requirements for success are (faculty success = student success!)	Poll the faculty to see who has a copy of the faculty handbook and who understands the requirements for success in Biology and at UTPA	Faculty handbooks have been available for faculty input, corrections, and additions.	Once amendments are made to relevant documents (e.g., tenure and annual evaluation), a complete faculty handbook will be made available.
Utilize and encourage merit policies that fairly distribute rewards to individuals that exhibit high production in teaching, research, and/or service. (10)	2, 4, 5, 7	Approval of Biology Department Annual Evaluation Instrument.	Compare Annual Evaluation Instrument for AY 2005-2006 with AY 2004-2005.	The Annual Evaluation Instrument is currently under review for changes that will be incorporated during AY 2006-2007. No changes have been made for ~15 years. See "Use of Results".	<ul style="list-style-type: none"> • Need statement of evaluation process. • Re-evaluation of weightings for teaching effectiveness, professional achievement, and professional service. • Re-evaluation of the distribution of merit monies to productive faculty.
	2, 4, 5, 7	New College of Science & Engineering Annual Evaluation Procedures.	Compare Annual Evaluation Instrument for AY 2005-2006 with AY 2004-2005.	Change in COSE rules governing annual evaluation from AY 2004-2005 and 2005-2006.	COSE requires updated and amended Annual Evaluation Instruments (see above).

Unit Goal:

Encourage and support ongoing professional, university, and community service activities by faculty, staff, and students.

Link to UTPA Goal(s):

1. Ensure undergraduate student access and success
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 opportunities for biology faculty, students, and staff to be involved in professional development activities. (11)	2, 3, 4,5, 6	Increased funding available for biology faculty to attend professional conferences and educational workshops.	Compare funding available for biology faculty to attend professional conferences and educational workshops between AY 2005-2006 and AY 2004-2005.	\$900 per faculty member is allotted for faculty travel expenses; this amount has not changed from AY 2004-2005 to AY 2005-2006.	Biology faculty members made 59 presentations at professional meetings during AY 2005-2006.
	2, 3, 4,5, 6	The existence of any level of funding available for students to travel to professional conferences and educational development workshops.	Compare funding available for students to travel to professional conferences and educational development workshops between AY 2005-2006 and 2004-2005.	One student supported for travel on indirect cost return funds during AY 2005-2006; no student support for AY 2004-2005.	The Graduate Chair and other faculty are seeking additional funds for student travel.
Enhance the level of community services provided by biology faculty and students by 2006. (12)	3, 6	Increased faculty participation in community service activities.	Compare faculty participation in community service activities between AY 2005-2006 and AY 2004-2005.	Faculty participation in community service has remained roughly the same between AY 2004-2005 and 2005-2006.	Biology faculty are active in the community by volunteer work in their areas of expertise with the local council of government, city governmental planning boards, local National Wildlife Refuges, state and city parks.

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?)

Unit Goal:

Enhance leadership and staffing resources for the biology department.

**Link to UTPA
Goal(s):**

1. Ensure undergraduate student access and success
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?)
Provide resources and compensation aimed at improving the Chairman's ability to lead the department. (13)	3, 6, 7	Increased FTE release time permitted for department chairmanship duties.	Compare FTE release time for the Department Chairperson between AY 2005-2006 and AY 2004-2005.	The Biology Department Chairman receives a six FTE release for administrative duties;	UTPA decreased the teaching load from 12 FTE to 9 FTE between AY 2004-2005 and AY 2005-2006. This is an effective shift from 50% to 67% release.
	3, 6, 7	Increased monetary compensation for Department Chairperson duties.	Compare Department Chairperson reimbursement between AY 2005-2006 and AY 2004-2005.	Department chairperson reimbursement increased from \$166/mth to \$500/mth between AY 2004-2005 and 2005-2006.	Continued increases will lead to greater willingness by senior faculty to actively volunteer for chair duties.
	3, 6, 7	Full-time staff person hired to perform laboratory duties in order for the chairman to effectively continue research.	Document the successful interview and hiring of the full-time staff person (compare between AY 2005-2006 and AY 2004-2005).	No staff person has been identified or hired to assist in lab duties for the department chairman between AY 2004-2005 and AY 2005-2006.	However, an HHMI Lab Technician has been hired which is available to help <i>all</i> faculty members in the biology department with various lab duties and needs.

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?)

Unit Goal:

Enhance research and teaching space for the biology department

**Link to UTPA
Goal(s):**

1. Ensure undergraduate student access and success
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?)
Complete existing research laboratory shelled spaces in science building. (14)	3, 5, 6, 7	Approval of request for finished laboratory space for existing biology faculty.	Compare request approvals between AY 2005-2006 and AY 2004-2005.	3 rd floor space above auditoria to be finished at the end of AY 2005-2006.	New space will include two research labs for faculty.
	3, 5, 6, 7	Complete build-out of remaining laboratory shelled spaces on 1st, 2nd, and 3rd floors of Science Bldg.	Compare completed lab shell spaces between AY 2005-2006 and AY 2004-2005.	Shelled space completion approved AY 2004-2005, but not funded.	Request for finished shelled space to be resubmitted AY 2006-2007.
Renovate and/or build a new animal care facility for related research purposes. (15)	3, 5, 6	Funds available for renovation and upgrade of Animal Care Facility OR new facility identified (see below).	Compare fund request approvals for Animal Care Facility between AY 2005-2006 and AY 2004-2005.	Phase II of Science Building (which includes animal care facility) programmed for space allocation during AY 2005-2006; funding request submitted but not funded.	Resubmit request for fund allocation during next tuition revenue bond round.

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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?)
	3, 5, 6	Approval for of new wing to begin on Science Bldg (Phase II); requires administration and T.H.E.C.B.	Compare progress of Phase II plans between AY 2005-2006 and AY 2004-2005.	Phase II of Science Building programmed for space allocation during AY 2005-2006; funding request submitted but not funded.	Resubmit request for fund allocation during next tuition revenue bond round.
Construct a greenhouse facility on campus for use in plant-related teaching and research. (16)	3, 5, 6	Approval for of new wing to begin on Science Bldg (Phase II); requires administration and T.H.E.C.B.	Compare progress of Phase II plans between AY 2005-2006 and AY 2004-2005.	Phase II of Science Building (which included greenhouse) programmed for space allocation during AY 2005-2006; funding request submitted but not funded.	Resubmit request for fund allocation during next tuition revenue bond round.
Support and increase the use of the Coastal Studies Lab (CSL) for research, teaching, and public outreach. (17)	3, 5, 6, 7	Funding approved for on-site construction of housing facilities at the CSL.	Compare funds approved for on-site construction of housing facilities at the CSL between AY 2005-2006 and AY 2004-2005.	No budget for CSL housing in place for AY 2005-2006 (or 2004-2005).	Still seeking housing solutions, led by CSL director Nevarez, who is exploring cooperation with UTB.
	3, 5, 6, 7	Proposals submitted for summer and minimester course offerings at the CSL.	Compare summer and minimester course offerings at the CSL between AY 2005-2006 and AY 2004-2005.	No courses have been offered at the CSL during AY 2004-2005 or 2005-2006; proposals for CSL short courses have been submitted (ex. "Field Microbial Ecology").	Need to encourage enhanced use and access to CSL through increased student participation and public outreach.