

Administrative and Educational Support Report*

Department of Chemistry

**Annual Action Plan
Annual Assessment Report**

June 2005 – May 2006

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



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

Unit: Department of Chemistry

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. Hassan Ahmad

Unit Mission: The Department of Chemistry is committed to the mission of providing quality education in the process of preparing students for graduate work or careers in chemistry and the biomedical sciences. The department strives to fulfill its mission by offering a program that leads to an undergraduate, graduate, major or minor in chemistry. In addition, the department prepares students for admission to schools of dentistry, pharmacy, and medicine. The department also offers a program that leads to teacher certification. The chemical curriculum is designed to introduce students to the fundamental fields of chemistry and provides opportunities for chemical research. The department is committed to engaging in its activities of teaching, research and professional service in an environment of academic freedom. The Department of Chemistry at The University of Texas–Pan American provides an excellent program and helps the university fulfill its responsibility of providing high quality academic programs for the people of this region and the State of Texas.

Unit Goal: To fully implement the Master's Program in Chemistry for AY07.

Link to UTPA Goal(s): 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
New graduate program. (1)	4, 6	One hundred percent (100%) implementation of the MS program by the end of AY06.	<ul style="list-style-type: none"> Ensure approval of all graduate level courses approved by the coordinating 	<ul style="list-style-type: none"> All the proposed/needed courses for the program for the AY07 	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
			<p>board and put into state inventory and available at the UTPA system for scheduling.</p> <ul style="list-style-type: none"> • Ensure that the new graduate courses needed for fall 2006 are fully developed by the Faculty. • Develop a three-year graduate course offering plan to facilitate the smooth start of the program. • To host a Graduate Program Open-House at UTPA to promote the new graduate program and establish a database of potential candidates. • To have a new 	<p>are offered in fall-2006.</p> <ul style="list-style-type: none"> • By July 30, 2006 the department chair will inform the COSE dean and the graduate office of its preparedness for the fall graduate level courses offering. • The three year graduate offering plan will be developed and distributed to the COSE dean, AVP-graduate studies and the Provost by the end of March, 31 2006. • A successful Open-House is hosted by then end of April 2006 and names of potential local candidates are put into database by the end of May 2006. • At least 6-7 students 	<p>None</p> <p>\$1000 will be needed to developed brochures and other promotional materials and to host the guests.</p> <p>Money for Graduate</p>

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
			Graduate Program Coordinator approved by the Provost by March 2006.	enrolled into the program by the end of AY06.	Program Coordinator.

Unit Goal:

To assess and develop a non-ACS certified (less rigorous) BS degree option in Chemistry

Link to UTPA Goal(s):

1. Ensure undergraduate student access and success

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 and student success. (2)	2	Chemistry department will develop a plan for improving time-to-graduation for its BS degreed programs by developing a plan to offer a non-ACS certified BS degree in chemistry by the end of AY06.	<ul style="list-style-type: none"> A departmental committee will be set up in spring 06 which will assess and develop a non-ACS certified BS degree program in Chemistry. The department will seek the administrative approval of the new degree plan for implementation 	The committee will make the recommendation to the department chair who will communicate with the administration to seek approval of a new less-rigorous degree plan by the end of AY06.	None

Unit Goal:	To increase resource development/fund raising through gifts and donations
Link to UTPA Goal(s):	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
Research productivity (3)	5, 6	Increase funding generated from individuals and industry in support of research, teaching, student development, and scholarships by 10% by the end of AY07.	<ul style="list-style-type: none"> Establish a data base of all Graduates of the Department of Chemistry. Establish a Chemistry Advisory Council by the end of May 2006. 	<ul style="list-style-type: none"> Funding generated by donations and gifts made to the Department of Chemistry will be totaled for AY06 and for AY07. Comparison of the two years will lead to a percentage change that will be formally reported in August 31, 2006 by the chair to the dean, AVP-Research and Provost. Invitations sent out to the potential members of the advisory council by the end of May 2006. The bylaws and objectives of the advisory council are established by the end of May 2006. 	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
	5	Increase the number of external grants proposals submitted in AY06 by 10% over AY04.	<ul style="list-style-type: none"> • Help the faculty members with teaching schedules that suites to optimize their research grant writing skills. • Continue to develop and submit REU and other types of research participation proposals. • Recognize and reward faculty members for committed to acquiring external funding. 	The chair will ensure that faculty involved in getting external grants are provided with teaching schedules of their choices. The chair will provide additional resources such as grades Students Assistants to help faculty members involved in new grant proposal development.	<p>None</p> <p>Seek local funds to reward chemistry faculty who write successful research proposals.</p>



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Unit Goal: To fully implement the Master's Program in Chemistry for AY07.

Link to UTPA Goal(s): 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?)
New graduate program. (1)	4, 6	One hundred percent (100%) implementation of the MS program by the end of AY06.	<ul style="list-style-type: none"> All the proposed/needed courses for the program for the AY07 	<ul style="list-style-type: none"> The course inventory of the entire graduate program courses 	<ul style="list-style-type: none"> Students have been advised to register in these courses in July.

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?)
			<p>are offered in fall-2006.</p> <ul style="list-style-type: none"> • By July 30, 2006 the department chair will inform the COSE dean and the graduate office of its preparedness for the fall graduate level courses offering. • The three year graduate offering plan will be developed and distributed to the COSE dean, AVP-graduate studies and the Provost by the end of March, 31 2006. • A successful Open-House is hosted by then end of April 2006 and names of potential local candidates are put into database by the end of May 2006. • At least 6-7 students enrolled into the 	<p>has been submitted to the Texas Higher Coordinating Board of the office of undergraduate studies for approval.</p> <ul style="list-style-type: none"> • The three year graduate course offering plan has been developed and forwarded to the Dean COSE in April. • The department hosted an open house on April 28, which was attended by 14 prospect candidates. These included the current UTPA students and local area High school teachers. • The department is working hard to get 	<ul style="list-style-type: none"> • The president has informed in the commencement about the start of the MS program in Chemistry. • The course offering plan was distributed to potential MS students. • The open house provided the level of interest of locals in the new Masters program and a database was established of those interested in the program.

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			program by the end of AY06.	6-7 students into the program by this summer.	

Unit Goal:

To assess and develop a non-ACS certified (less rigorous) BS degree option in Chemistry

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

1. Ensure undergraduate student access and success

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Time-to-graduation and student success. (2)	2	Chemistry department will develop a plan for improving time-to- graduation for its BS degreed programs by developing a plan to offer a non-ACS certified BS degree in chemistry by the end of AY06.	The committee will make the recommendation to the department chair who will communicate with the administration to seek approval of a new less-rigorous degree plan by the end of AY06.	The departmental committee has initiated the activity not completed due to time constrains and change in departmental priority. This activity will be completed in fall-06.	Not applicable

Unit Goal:

To increase resource development/fund raising through gifts and donations

Link to UTPA Goal(s):

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?)
Research productivity (3)	5, 6	Increase funding generated from individuals and industry in support of research, teaching, student development, and scholarships by 10% by the end of AY07.	<ul style="list-style-type: none"> • Funding generated by donations and gifts made to the Department of Chemistry will be totaled for AY06 and for AY07. Comparison of the two years will lead to a percentage change that will be formally reported in August 31, 2006 by the chair to the dean, AVP-Research and Provost. • Invitations sent out to the potential members of the advisory council by the end of May 2006. • The bylaws and objectives of the advisory council are established by the end of May 2006. 	<ul style="list-style-type: none"> • The departmental Elliott endowment funds revenues were increased more than 10% due to the strong stock market. • A number of potential candidates have been identified to serve on the external advisory committee. The letters of invitations will be mailed out later this summer. • The bylaws of the new Chemistry external advisory committee are being written and 	The additional funds provided a good partial mechanism to support the department to promote research and scholarly activity. The funds were used to support travel and scholarship for faculty and staff.

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				will be submitted for approval in July-August.	
	5	Increase the number of external grants proposals submitted in AY06 by 10% over AY04.	The chair will ensure that faculty involved in getting external grants are provided with teaching schedules of their choices. The chair will provide additional resources such as grades Students Assistants to help faculty members involved in new grant proposal development.	Numbers of grant proposals submitted in 2004-04 were 17. In 2005-2006, the department submitted a total of 19 grant proposal. A 10% increase in grant submitted for funding was achieved.	Many of these proposals are pending decisions from the granting agencies. The time and schedule of faculty these involved in proposal writing was adjusted. The department will continue to provide such incentive to faculty in the future for such activities.