

Administrative and Educational Support Report

Graduate School

Annual Action Plan
Annual Assessment Report

June 2005 – May 2006



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

Unit: Graduate School

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. George Avellano

Unit Mission: The mission of the Graduate School supports the mission of the Division of Academic Affairs. The mission of the Graduate School is to support and reinforce excellence in graduate education and applied scholarly activities. The Graduate School is accountable for the quality and well-being of all graduate programs and will assist graduate faculty in establishing academic policies governing graduate education, including requirements for students, curriculum and graduate faculty selection.

Unit Goal: Provide Quality Control and Articulate a Vision of Excellence for all Aspects of Graduate Education.

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
Oversee Graduate Program assessment. (1)	4	Provide assistance to program directors in graduate program assessment.	Coordinate student learning outcomes assessment with the AVP for Undergraduate Studies. Review compiled graduate program assessment results.	Ensure the administration of student learning outcomes assessment of December and May graduates.	None

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

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 feedback application to support continuous improvement of graduate programs.		
Graduate orientation for graduate advisors. (2)	4	Coordinate Graduate Orientation to introduce and remind graduate advisors of the policies and procedures associated with graduate education and the functioning of the Graduate Office.	Coordinate a training session for graduate program directors, chairs and advisors during the fall semester of each academic year.	Conduct the 2005-06 orientation for graduate advisors.	None

Unit Goal:

Provide Administrative Oversight for Monitoring the Graduate Assistantship Allocation Process.

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
Further the role of UTPA in becoming a research university. (3)	7	To award more assistantships in AY2005-06 to increase the scholarly productivity of the faculty	Establish a listing of all assistantships for review each semester Monitor the expenditures of funds allocated for assistantships in each college	Compare the number of awards granted in AY2005-06 to AY2004-05 to determine the percentage of change.	None

Unit Goal:	Increase Student Access to Graduate Programs.
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
Graduate student enrollment. (4)	4	Increase the percentage of graduate students enrolled in graduate programs from the current 13% to 15% of the total student enrollment for the university.	<p>Participate in Regional and National Student Recruitment Fairs.</p> <p>Correspond with prospective students on an ongoing basis.</p> <p>Increase the number of masters programs and doctoral programs.</p> <p>Implement a recruitment/marketing strategy.</p>	Calculate the percentage of graduate students enrolled in AY 2005-06.	None



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

Unit: Graduate School

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. George Avellano

Unit Mission: The mission of the Graduate School supports the mission of the Division of Academic Affairs. The mission of the Graduate School is to support and reinforce excellence in graduate education and applied scholarly activities. The Graduate School is accountable for the quality and well-being of all graduate programs and will assist graduate faculty in establishing academic policies governing graduate education, including requirements for students, curriculum and graduate faculty selection.

Unit Goal: Provide Quality Control and Articulate a Vision of Excellence for all Aspects of Graduate Education.

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?)
Oversee Graduate Program assessment. (1)	4	Provide assistance to program directors in graduate program assessment.	Ensure the administration of student learning outcomes assessment of December and May graduates.	Graduate Program assessment plan developed. Expected outcome met.	Meeting with Associate Vice Presidents for Graduate Studies and Undergraduate Studies to review Assessment Narrative Report.

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

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?)
Graduate orientation for graduate advisors. (2)	4	Coordinate Graduate Orientation to introduce and remind graduate advisors of the policies and procedures associated with graduate education and the functioning of the Graduate Office.	Conduct the 2005-06 orientation for graduate advisors.	Did not have an orientation this past year will be having one this coming year between October and December of 2006.	Will be having a new AVPAA and Graduate Studies as of Sept. 1, 2006 who will be planning the orientation.

Unit Goal:

Provide Administrative Oversight for Monitoring the Graduate Assistantship Allocation Process.

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?)
Further the role of UTPA in becoming a research university. (3)	7	To award more assistantships in AY 2005-06 to increase the scholarly productivity of the faculty	Compare the number of awards granted in AY2005-06 to AY2004-05 to determine the percentage of change.	As of July 31, 2006 we increased the amount of money awarded in 05-06 by about \$60,000 from the amount awarded in 04-05.	Awarded about 15 more assistantships to students in 05-06 than in 04-05.

Unit Goal:

Increase Student Access to Graduate Programs.

Link to UTPA Goal(s):

2. Enhance graduate education and research

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

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?)
Graduate student enrollment. (4)	4	Increase the percentage of graduate students enrolled in graduate programs from the current 13% to 15% of the total student enrollment for the university.	Calculate the percentage of graduate students enrolled in AY 2005-06.	As of July 31, 2006 the percent of graduate students has increase for 05-06 by 3.39%.	Recruited more in-house and within Region One.