

# **Administrative and Educational Support Report**

## **University Retention Advisement Program**

**Annual Action Plan**  
**Annual Assessment Report**

**June 2005 – May 2006**



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

**Unit:** University Retention Advisement Program

**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:** Marta Lopez

**Unit Mission:** The University Retention Advisement Program (URAP) offers prescriptive/development advisement to all undergraduate students at the University of Texas-Pan American, with special concentration on freshmen students. URAP provides services and assistance designed to:

- Integrate new students into the university community
- Create an environment which facilitates students’ growth and development and promotes educational persistence and academic achievement;
- Promote an environment of continuous improvement through regular program evaluation.

The program serves UT-PA students by developing implementing programs that supplement the instructional and support services offered at this University. It also provides students the means to develop self-reliance and independence as integral elements necessary to develop their academic goals.

**Unit Goal:** Review and evaluate current academic retention initiatives for all undergraduate and transfer students.

**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
Review and evaluate	1	Improvement of current	Compile grade	Grades, progress toward	N/A

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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
current academic retention initiatives. (1)		retention initiatives.	distribution information for courses affected for comparison. Evaluate performance of students participating.	graduation, GPA, student feedback.	
Identify new initiatives to improve retention for all populations. (2)	1	Improved student performance and satisfaction.	<ul style="list-style-type: none"> <li>Sophomore retention initiatives.</li> <li>45 hour and 30 hour affected students.</li> </ul>	<ul style="list-style-type: none"> <li>Proposal completed.</li> <li>Pilot projects approved.</li> </ul>	NA

**Unit Goal:**

Improve academic initiatives to ensure timely graduation for undergraduate students.

**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
Identify the personal and institutional factors that impede graduation in a timely manner. (3)	1	UTPA Exit Protocol.	<ul style="list-style-type: none"> <li>Evaluate current processes for students leaving UTPA prior to completion of degree.</li> <li>Submit proposal for formal Exit Protocol.</li> </ul>	Establishment of Exit Protocol.	N/A
Identify and develop strategies to encourage and promote graduation in a timely manner. (4)	1	Programs that will promote graduation in a timely manner.	<ul style="list-style-type: none"> <li>Research best practices nationwide and evaluate the possibility of</li> </ul>	Number of possible projects that would benefit UTPA and its students.	N/A

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
			adapting to UTPA environment. <ul style="list-style-type: none"> <li>Attend National and State conferences to assess what other institutions are doing and what new opportunities are available.</li> </ul>		

**Unit Goal:**

Improve the academic advisement process for undergraduate students.

**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
Collaborate in the establishment of a tracking system for academic advisement of UTPA students. (5)	1	A university-wide system that will facilitate the alignment of academic advisement through different entities.	<ul style="list-style-type: none"> <li>Identify information needed to align academic advisement.</li> <li>Work with computer center to establish a campus wide system that professional and faculty advisors can access.</li> </ul>	Usage of information, student satisfaction with academic advisement.	N/A
Collaborate in the development of a major/degree plan for 4-6 year graduation	1	Improved access to graduation requirements for all students and advisors,	Work with the Academic Advisement and Mentoring Professional Guidance Counselors	Improvement of timely graduation rates, usage of templates.	N/A

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template. (6)		Improvement in timely graduation rates.	and College faculty to develop graduation templates.		



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The program serves UT-PA students by developing implementing programs that supplement the instructional and support services offered at this University. It also provides students the means to develop self-reliance and independence as integral elements necessary to develop their academic goals.

**Unit Goal:** Review and evaluate current academic retention initiatives for all undergraduate and transfer students.

**Link to UTPA Goal(s):** 1. Ensure undergraduate student access and success

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 evaluate	1	Improvement of current	Grades, progress toward	No results available until	Data is being collected

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current academic retention initiatives. (1)		retention initiatives	graduation, GPA, student feedback.	Aug. 2006.	for analysis in summer 2006.
Identify new initiatives to improve retention for all populations. (2)	1	Improved student performance and satisfaction	<ul style="list-style-type: none"> <li>• Proposal completed.</li> <li>• Pilot projects approved.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal completed 5-10-06.</li> <li>• Submitted to Interim Provost.</li> <li>• Approval still not received.</li> </ul>	Awaiting approval of proposal that will fund a Sophomore Academic Mentoring (SAM) Program for Sept 2006.

**Unit Goal:**

Improve academic initiatives to ensure timely graduation for undergraduate students.

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1. Ensure undergraduate student access and success

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Identify the personal and institutional factors that impede graduation in a timely manner. (3)	1	UTPA Exit Protocol.	Establishment of Exit Protocol.	75% of protocol has been completed.	Proposal is being written and submitted by Aug 2006.
Identify and develop strategies to encourage and promote graduation in a timely manner. (4)	1	Programs that will promote graduation in a timely manner.	Number of possible projects that would benefit UTPA and its students.	<p>No strategies have been developed to date.</p> <p>Not completed.</p>	Project postponed until Aug. 2007.

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**Unit Goal:**

Improve the academic advisement process for undergraduate students.

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

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Collaborate in the establishment of a tracking system for academic advisement of UTPA students. (5)	1	A university-wide system that will facilitate the alignment of academic advisement through different entities.	Usage of information, student satisfaction with academic advisement.	Information has been identified, still working with Computer Center to create access.	Date extended until Aug. 2007. Waiting for Computer Center.
Collaborate in the development of a major/degree plan for 4-6 year graduation template. (6)	1	Improved access to graduation requirements for all students and advisors, Improvement in timely graduation rates.	Improvement of timely graduation rates, usage of templates.	50% of programs have a 4 to 6 year graduation plan.  50% completion.	Date extended until Aug. 2007.