

# **Administrative and Educational Support Report**

**Office of Undergraduate Studies**

**Annual Action Plan  
Annual Assessment Report**

**June 2005 – May 2006**



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

**Unit:** Office of Undergraduate Studies

**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. Ana Maria Rodriguez

**Unit Mission:** The Office of Undergraduate Studies fulfills and supports the mission of the University and the Division of Academic Affairs by focusing on undergraduate education that emphasizes student-centered learning. **The primary mission of the Office is to promote and support academic excellence by providing programs that enrich the undergraduate experience and prepare life-long learners.**

**Unit Goal:** To enhance the academic success of undergraduate students.  
To improve the undergraduate curriculum.

**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
Student learning outcomes assessment. (1)	2	By May 2006, 100% of degreed programs will implement a student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.	<ul style="list-style-type: none"> <li>Monitor the implementation of student learning improvement plans in all degree programs.</li> <li>Evaluate the effectiveness of the implementation of the student learning</li> </ul>	By June 2006, 100% of academic departments will report programmatic/curricular changes made as a result of implementation of the student learning improvement plan.	<ul style="list-style-type: none"> <li>None.</li> </ul>

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			<p>improvement plans.</p> <ul style="list-style-type: none"> <li>• Revise Student Learning Outcomes Assessment Plans as needed.</li> <li>• Continue implementation of the process for systematically assessing student learning outcomes in the disciplines (majors).</li> <li>• Provide assistance and support to programs/majors in developing/acquiring instruments for assessing students in their major.</li> <li>• Provide assistance and support to programs/majors in conducting the assessment and compiling results.</li> <li>• Analyze the results and provide feedback.</li> </ul>		<ul style="list-style-type: none"> <li>• Release time/compensation; Cost of instruments.</li> </ul>
		By May 2006, 100% of	<ul style="list-style-type: none"> <li>• Monitor the</li> </ul>	By June 2006, 100% of	<ul style="list-style-type: none"> <li>• None.</li> </ul>

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		<p>core curriculum areas will implement a student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.</p>	<p>implementation of student learning improvement plans in all core curriculum areas.</p> <ul style="list-style-type: none"> <li>• Evaluate the effectiveness of the implementation of the student learning improvement plans.</li> <li>• Revise Student Learning Outcomes Assessment Plans for core curriculum areas as needed.</li> <li>• Provide assistance and support to colleges/departments in developing/acquiring instruments for assessing students in the core curriculum areas.</li> <li>• Provide assistance and support to colleges/departments in conducting the assessment and compiling results.</li> <li>• Analyze the results</li> </ul>	<p>core curriculum component areas will report programmatic/curricular changes made as a result of implementation of the student learning improvement plan.</p>	<ul style="list-style-type: none"> <li>• Release time/compensation; Cost of instruments.</li> </ul>

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			and provide feedback.		

<b>Unit Goal:</b>	To enhance the academic success of undergraduate students. To improve the undergraduate curriculum.
<b>Link to UTPA Goal(s):</b>	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
Student success. (2)	2	By the end of AY06, the Office of Undergraduate Studies will support 100% of teacher education programs.	<ul style="list-style-type: none"> <li>Facilitate and coordinate the administration of the Representative Form developed by NES (Qualifying Exam).</li> <li>Analyze results of Representative Form examination and disseminate to Deans.</li> <li>Issue bar codes to students taking TExES examinations.</li> <li>Disseminate results of Representative Form, TExES exam, and Competency</li> </ul>	At the end of AY06, the Office of Associate Undergraduate Studies (AVPUGS) will compute the pass rate of all first-time test takers and program completers for AY 2005-2006, compile a list of recommendations for certificates, and report findings to the teacher education programs.	None.

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			analysis.  <ul style="list-style-type: none"> <li>• Recommend students for Certification.</li> </ul>		
		By the end of AY06, the number of <u>integrated</u> learning communities will increase by 20%, including integration with Learning Framework course.	<ul style="list-style-type: none"> <li>• Design, plan and schedule integrated learning communities.</li> <li>• Support the Learning Communities Advisory Council in the implementation of Learning Communities.</li> <li>• Conduct professional development training sessions to support faculty teaching integrated learning communities.</li> <li>• Approve new integrated learning communities.</li> <li>• Evaluate the effectiveness of Learning Communities in retention.</li> </ul>	By the end of AY06, the Office of Undergraduate Studies (AVPUGS) will compare the number of integrated learning communities offered in AY06 to the number offered in AY05.	<ul style="list-style-type: none"> <li>• None.</li> <li>• None.</li> <li>• Provost and Title V funding.</li> <li>• None.</li> <li>• Title V funding.</li> </ul>

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		By end of AY06, 98% of first-time, full-time students who entered UTPA in Fall 2005 and Spring 2006 with less than 30 semester hours of college credit will have enrolled and participated in UNIV 1301—Learning Framework (LF) course.	<ul style="list-style-type: none"> <li>Continue to enroll entering students with less than 30 semester hours in the LF course and a LC.</li> <li>Continue to conduct professional development activities for faculty and staff who teach the LF courses.</li> </ul>	The Office of Undergraduate Studies and the Office of Title V—Hispanic Serving Institutions (HIS) Program will compute the percent of full-time, first-time entering freshman students who enrolled and participated in the Learning Framework course.	Title V—HSI Program Funding.
		By the end of AY06, the retention rate of students enrolled in UNIV 1301 will increase by 3% over entering freshmen retention rate Fall 2003.	<ul style="list-style-type: none"> <li>Track the enrollment of entering freshmen students beginning with AY05.</li> <li>Collect data pertinent to students enrolled in UNIV 1301.</li> <li>Compute statistics on data gathered and write a report.</li> <li>Initiate a mentoring program to follow up on students after enrollment in UNIV 1301.</li> </ul>	The Office of Undergraduate Studies and the Office of Title V—Hispanic Serving Institutions Program will compute the retention rate of students enrolled in UNIV 1301—Learning Framework course.	Title V funding.
		By end of AY06, the Office of	<ul style="list-style-type: none"> <li>Hire all personnel to staff required to</li> </ul>	The Associate Vice President for	<ul style="list-style-type: none"> <li>\$350,000</li> </ul>

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		Undergraduate Studies will implement the academic advisement plan.	implement advisement plan. <ul style="list-style-type: none"> <li>• Meet with Director to plan implementation strategies.</li> <li>• Develop an evaluation process and instruments.</li> <li>• Assess effectiveness of implementation.</li> <li>• Compile a report of effectiveness.</li> </ul>	Undergraduate Studies will conduct an evaluation of the effectiveness of the implementation of the advisement plan, including the Academic Advisement and Mentoring Center.	<ul style="list-style-type: none"> <li>• None.</li> </ul>
		By the end of AY06, the Office of Undergraduate Studies will have supported the University Writing Center to enhance the services provided to students and evaluate the effectiveness of the services.	<ul style="list-style-type: none"> <li>• Conduct a needs assessment for the University Writing Center.</li> <li>• Develop a plan for enhancement/ expansion of the services provided.</li> <li>• Continue to provide current services.</li> <li>• Assess effectiveness of services.</li> <li>• Compile a report of effectiveness.</li> </ul>	The Director of the University Writing Center and the AVP— Undergraduate Studies will assess the needs and measure the effectiveness of services.	None.

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		By the end of AY06, the Office of Undergraduate Studies will provide 100% support to the activities of the University Retention Advisement Program in advisement, retention, and improvement of graduation rates.	<ul style="list-style-type: none"> <li>• Meet with URAP staff on a monthly basis.</li> <li>• Develop instrument(s) for evaluation of various URAP activities.</li> <li>• Conduct an evaluation.</li> <li>• Use results of evaluation to plan new initiatives, eliminate those that are not effective, and generate new initiatives.</li> </ul>	By the end of AY06, the Associate Vice President for Undergraduate Studies (AVPUGS) will evaluate the effectiveness of URAP efforts.	None.
		By the end of AY06, the Office of Undergraduate Studies will provide 100% support to the activities of the University Honors Program to improve the retention and graduation rate of students.	<ul style="list-style-type: none"> <li>• Meet with Director on a monthly basis.</li> <li>• Develop instrument(s) for evaluation of various Honors Program activities.</li> <li>• Conduct an evaluation.</li> <li>• Use results of evaluation to plan</li> </ul>	By the end of FY06, the Associate Vice President for Undergraduate Studies (AVPUGS) will evaluate the effectiveness of Honors Program efforts.	None.

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			new initiatives, eliminate those that are not effective, and generate new initiatives.		

**Unit Goal:**

To improve the undergraduate curriculum.

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

1. Ensure undergraduate student access and success

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Curriculum revision. (3)	2	By May 2006, 100% of the core curriculum will have been revised to better meet the THECB Basic Intellectual Competencies, Perspectives, and Exemplary Objectives.	<ul style="list-style-type: none"> <li>Set up Task Forces in each core area to review and re-align the student learning outcomes expected in the course with the basic intellectual competencies, perspectives and THECB Exemplary Objectives.</li> <li>Revise/Refine the Assessment Plans in each core area to align with outcomes, basic intellectual competencies,</li> </ul>	By June 2006, 100% of the core curriculum will have been revised/redesigned, including courses in the core.	None.

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			<p>perspectives and Exemplary Objectives.</p> <ul style="list-style-type: none"> <li>• Develop/Acquire instruments for assessing outcomes, basic intellectual competencies, perspectives, and THECB Exemplary Objectives</li> <li>• Provide leadership for the revision of course syllabi that are aligned with the student learning outcomes and THECB basic intellectual competencies, perspectives and Exemplary Objectives.</li> </ul>		

**Hard Copy of the Annual Assessment Report FY06 is available at the department.**