

# **Administrative and Educational Support Report**

**College of Education**

**Annual Action Plan  
Annual Assessment Report**

**June 2006 – May 2007**



**Annual Action Plan: June 1, 2006–May 31, 2007**

**Unit:** College of Education

**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:** Velma Menchaca

**Unit Mission:** The mission of the College of Education is to continuously improve the educational process as it is implemented in the College and the community through teaching, research and service. The College values the rich cultural and linguistic history of the international border area and directs its programs and course offerings toward the preparation of professionals for an increasingly diverse population of learners.

**UTPA Goal:** Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

**Academic Affairs Objective:** Review and restructure all educational programs to ensure that students complete their educational goals in a timely fashion.

**College/AVP Objective:** Create mentoring and advising mechanisms to keep students on track.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Each department in the COE, if applicable will review its mentoring and advising system to retain and graduate students. (1)	Each department, if applicable, will produce a process map (flow chart) of existing mentoring and advising systems.	Each department, if applicable, will publish a mentoring and advising system process map (flow chart) by March 31, 2007.	Departments, if applicable, will comply by producing a process map (flow chart) by May 31, 2007.	None

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Create mentoring and advising mechanisms to keep students on track. (2)	Ensure that faculty members are complying with <i>HOP</i> policy regarding office hours.	Every full time faculty will schedule a minimum of 2 hours in accessibility time each week for each 3 semester credit hour teaching load.	100% of faculty will comply with <i>HOP</i> policy regarding office hours by December 31, 2006.	None

**UTPA Goal:**

Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.

**Academic Affairs Objective:**

Establish a framework for external support of research and entrepreneurial activities.

**College/AVP Objective:**

Create a position or office graduate studies, research, and faculty development.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Create an office of associate dean for graduate studies, research, and faculty development (3)	Survey faculty research interests.  Submit requisition to establish an associate dean for graduates studies, research, and faculty development position	Base-line data for research productivity collected.	100% of faculty's' base-line data will be analyzed by August 31, 2007.	None
	Prioritize this item for the next budget cycle.	An Associate Dean for graduate studies and research will be created by September 1, 2006.	An Associate Dean for graduate studies and research will be filled by December 2006.	Stipend for Associate Dean.

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	Announce position with a list of qualifications and job responsibilities.			
	Recommend qualified candidates to Dean of COE			
	Offer made to candidate by the Dean of COE			

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**College/AVP Objective:**

Create a reading clinic in the COE for children with reading disabilities.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Create a reading clinic in the COE for children with reading disabilities. (4)	Task force made up of Reading Education and Special Education faculty will provide recommendations on the infrastructure for the reading clinic	Identify recommendations to develop the infrastructure for the clinic	Top prioritized recommendation will be implemented by August 2007	Operating and staff budget

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**UTPA Goal:** Collaborative with a P-12 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education.

**Academic Affairs Objective:** Collaborate with P-12 institutions, STC and UTPA on curriculum alignment.

**College/AVP Objective:** Build working relationships with schools and community at large through programmatic mechanisms.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Build working relationships with schools and community at large with through programmatic mechanisms. (5)	Create a COE PK-20 Task Force	By December 31, 2006, a COE Task Force will be made up of community and school personnel	The Task Force will have met twice by May 31, 2007	None

**UTPA Goal:** Collaborate with P-12 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education

**Academic Affairs Objective:** Collaborate with P-12 institutions, STC and UTPA on curriculum alignment

**College/AVP Objective:** Improve the quality and efficacy of the Office of Field Experience.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Improve the quality and efficacy of Office of Field Experience. (6)	Establish a Field Experience Task Force to study the COE Office of Field Experience	Task force will create an action plan to improve the quality and efficacy of the Office of Field Experience.	Action plan will be ready for execution on September 1, 2007.	None

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	<p>Assess the current Office of Field Experience's policies and procedures</p> <p>Generate a list of strengths and weaknesses by January 31, 2007</p> <p>Create an action plan</p>			



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**College/AVP Objective:** Create mentoring and advising mechanisms to keep students on track.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Each department in the COE, if applicable will review its mentoring and advising system to retain	Each department, if applicable, will publish a mentoring and advising system process map (flow	Departments, if applicable, will comply by producing a process map (flow chart) by May 31, 2007.	The Department of Health and Kinesiology produced a system process map (flow chart). The	The H&K process map will be used during orientation and for student advisement.

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and graduate students. (1)	chart) by March 31, 2007.		Department of Curriculum & Instruction did not develop the system process map.	
Create mentoring and advising mechanisms to keep students on track. (2)	Every full time faculty will schedule a minimum of 2 hours in accessibility time each week for each 3 semester credit hour teaching load.	100% of faculty will comply with <i>HOP</i> policy regarding office hours by December 31, 2006.	Every department faculty submitted their office hours to their department chair. 100% of the faculty had office hours posted on the outside of their doors.	Approximately 85% of faculty were available during office hours to advise and mentor students.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Create an office of associate dean for graduate studies, research, and faculty development (3)	Base-line data for research productivity collected.	100% of faculty's' base-line data will be analyzed by August 31, 2007.	The Associate Dean for Graduate Studies and Research created a data base that consists of faculty productivity.	The information on the data base was presented to the president and provost.
	An Associate Dean for graduate studies and	An Associate Dean for graduate studies and	A permanent line for the Associate Dean for	The permanent line for the Associate Dean for

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
	research will be created by September 1, 2006.	research will be filled by December 2006.	Graduate Studies and Research was created in the budget.	Graduate Studies and Research was filled in June 2007.

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Create a reading clinic in the COE for children with reading disabilities. (4)	Identify recommendations to develop the infrastructure for the clinic	Top prioritized recommendation will be implemented by August 2007	Several universities were contacted by the Task Force and only one had a reading clinic.	The Task Force decided that a reading clinic will not be established at this time.

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Build working relationships with schools and community at large with through programmatic mechanisms. (5)	By December 31, 2006, a COE Task Force will be made up of community and school personnel	The Task Force will have met twice by May 31, 2007	A COE Task Force was not implemented at the college level because a Pk-16 Council has been implemented at the university level.	The Pk-16 Council met once in the fall 2006. Goals and objectives of the Council have been developed.

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**College/AVP Objective:**

Improve the quality and efficacy of the Office of Field Experience.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improve the quality and efficacy of Office of Field Experience. (6)	Task force will create an action plan to improve the quality and efficacy of the Office of Field experience.	Action plan will be ready for execution on September 1, 2007.	The Task Force submitted an action plan in spring 2007.	The action plan will be studied so the recommendations may be implemented if needed next year.