

Administrative and Educational Support Report*

Department of Curriculum & Instruction

**Annual Action Plan
Annual Assessment Report**

June 2006 – May 2007

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



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

Unit: Department of Curriculum & Instruction

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. John McBride

Unit Mission: The Department of Curriculum & Instruction does not have a mission statement.

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 |
|--|---|--|---|--|
| Review the Department mentoring and advising system to retain and graduate students. (1) | 1. Produce a process map (flow chart) of existing mentoring and advising systems. | 1. Mentoring and Advising System Process map created for existing system by March 31, 2007 | Mentoring and Advising System Process map submitted to Dean by March 31, 2007 | A research assistant is requested to assist with data collection and analysis. |
| | 2. Revise the existing systems as needed. | 2. Create new Mentoring and Advising System Process by August 31, | New Mentoring and Advising System Process implemented by August 31, | |

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|----------------|--|---|---|------------------------------|
| | | 2007 | 2007. | |
| | <p>Ensure that faculty are complying with <i>HOP</i> policy regarding office hours.</p> <p>Exception: When faculty members are presenting at conferences, are out of town due to university assignments that require travel, or are ill.</p> | Faculty office hours will be documented (spreadsheet) by the first Friday of each semester. | 100% compliance and submitted to the Dean by the third week of each semester. | None |
| | Students will be provided with information about faculty office hours, course syllabi, and course materials. | Faculty office hours, course syllabi and course materials will on the department website. | 100% of faculty will post office hours, syllabi and course materials on department website by May 31, 2007. | None |

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: Focus efforts on quality teaching

| 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 |
|--|--|--|--|--|
| Focus efforts on quality teaching. (2) | Recruit and hire outstanding faculty who are | Fill the faculty positions advertised for 07-08 with | Six faculty positions will be filled in 06-07 by individuals | Additional funds toward faculty salaries will be |

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|----------------|---|--|---|---|
| | good teachers. | new faculty who have a record of quality teaching. | with a record of quality teaching. | needed to hire more full-time clinical faculty or continuing lecturers so that the workload policy will be followed as per the <i>HOP</i> . |
| | Assign faculty appropriate workloads | Chair will require departmental faculty to elect 9 or 12 SCH workloads as permitted by departmental needs. | Release time forms will be submitted to Chair, forwarded to the Dean, and a copy will be kept in the office. | None |
| | All departmental programs will be reviewed (and revised if necessary) for quality of all course designs, alignment to the TExES exams (if applicable), integration of technology, course benchmarks and quality standard. | Improve the quality of courses within the department. | Spring syllabi will reflect decisions made to enhance coursework. TExES scores will improve in 07-08 by 5-10% in all programs. | None |

UTPA Goal:

Collaborate with K-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 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education.

College/AVP Objective:

Increase local school-based research to improve K-12 instruction.

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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>Increase local school-based research to improve K-12 instruction. (3)</p> | <p>We will prioritize school based research on the education of ELL's.</p> | <p>Develop research teams and identify research projects that include school-based research that will impact K-12 ELLs.</p> <p>Other outcomes include conference presentations, publications and grant proposals.</p> | <p>A report will be developed by the Chair that will include the following: # of research teams and their members, # of research projects initiated and/or in progress during 06-07, # of research grant proposals, presentations and publications.</p> | <p>A research assistant for the department is requested to assist faculty with research activities.</p> |



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Division: Academic Affairs **Unit Head:** Dr. John McBride

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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?) |
|--|--|---|---|---|
| Review the Department mentoring and advising system to retain and graduate students. (1) | 1. Mentoring and Advising System Process map created for existing system by March 31, 2007 | Mentoring and Advising System Process map submitted to Dean by March 31, 2007 | 1. Mentoring and Advising System Process Map was not submitted. | 1. No results can be reported from the Mentoring and Advising System Process Map. |
| | 2. Create new Mentoring and Advising System | New Mentoring and Advising System Process | 2. The C&I Dept followed the admissions | 2. No results can be reported from the New |

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| | Process by August 31, 2007 | implemented by August 31, 2007. | requirements protocol implemented by the COE Admissions and Certification Office. 100% students applying for admission to C & I teacher preparation programs were assigned a faculty adviser. 60% faculty kept an advisement log during the 2006-2007 Academic Year for all students advised. | Mentoring and Advising System |
| | Faculty office hours will be documented (spreadsheet) by the first Friday of each semester. | 100% compliance and submitted to the Dean by the third week of each semester. | <ol style="list-style-type: none"> 1. Departmental secretaries obtained faculty office hour from all faculty and posted and advisement schedule on their doors. 2. Departmental secretaries also maintained a schedule of advisement hours for each faculty member and gave this information to student who inquired about advisement. | 1. The majority of faculty members were available to their students for advisement. |
| | Faculty office hours, course syllabi and course materials will on the department website. | 100% of faculty will post office hours, syllabi and course materials on department website by May 31, 2007. | <ol style="list-style-type: none"> 1. Materials have not been posted on C&I Dept website Departmental secretaries have 100% of course syllabi in electronic form. 2. All syllabi followed a | <ol style="list-style-type: none"> 1. Materials have not been posted on the COE website The department has the course syllabi in a common format and an electronic version that can |

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|----------------|---------------------------------------|--|--|--|
| | | | common format adopted by the faculty. 3. The majority of these syllabi were not posted on the departmental website. | be uploaded to the departmental website. 2. The common format of syllabi has clarified procedures for students and reduced serious program problems such as portfolio assessments |

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| Focus efforts on quality teaching. (2) | Fill the faculty positions advertised for 07-08 with new faculty who have a record of quality teaching. | Six faculty positions will be filled in 06-07 by individuals with a record of quality teaching. | 1. Five out of the six positions were filled. | 1. Less courses will be taught by adjuncts or one-year appointments. |
| | Chair will require departmental faculty to elect 9 or 12 SCH workloads as permitted by departmental | Release time forms will be submitted to Chair, forwarded to the Dean, and a copy will be kept in the office. | 1. Six faculty members were given release time. | 1. Faculty members who received release time submitted an assessment report for duties assigned. |

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|----------------|---|---|--|--|
| | needs. | | | |
| | Improve the quality of courses within the department. | Spring syllabi will reflect decisions made to enhance coursework. TExES scores will improve in 07-08 by 5-10% in all programs. | 1. The common format adopted by the faculty and implemented by the faculty resulted in better alignment to the standards and the TAKS objectives. 2. Have not analyzed the TeXES scores | 1. Classroom instruction was better aligned to the standards and the TAS objectives. |

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| Increase local school-based research to improve K-12 instruction. (3) | Develop research teams and identify research projects that include school-based research that will impact K-12 ELLs. Other outcomes include conference presentations, | A report will be developed by the Chair that will include the following: # of research teams and their members, # of research projects initiated and/or in progress during 06-07, # of research grant proposals, | 1. This report has not been completed. | |

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|-----------------------|--|---|--|---|
| | publications and grant proposals. | presentations and publications. | | |