

# **Administrative and Educational Support Report\***

## **EdD Program in Educational Leadership**

### **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:** Educational Leadership Doctoral 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:** Anita Pankake

**Unit Mission:** The mission of the Doctoral Program in Educational Leadership in the College of Education (COE) at The University of Texas Pan American is to firmly establish the doctoral program as a viable, high-quality program that serves student populations in the area. The Doctorate of Education (Ed.D.) emphasizes preparation for leadership careers in a variety of educational settings.

**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
Create advising mechanisms to keep students fully informed and on track to degree completion. (1)	Provide training for COE faculty eligible to serve as doctoral dissertation chairs and members of dissertation committees on program information and research guidance.	Provide training to Faculty eligible to serve as doctoral dissertation chairs and members of dissertation committees.	Training session offered for faculty on program information and research guidance by May 31, 2007.	Copies of the updated Educational Leadership Doctoral (ELDP) Handbook. Space for training sessions.

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**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
Work with the newly created position or office of graduate studies, research, and faculty development to identify opportunities for collaborative research between faculty and doctoral students. (2)	Survey doctoral students regarding research interests.	Administer doctoral student research interest survey.	100% of doctoral students with more than one year of completed coursework will be surveyed by February 1, 2007.	Educational Technology Resource Center (ETRC) assistance for online survey development Graduate assistant for data collection, entry and to help with analysis and report.
Work with the newly created position or office of graduate studies, research, and faculty development to identify opportunities for collaborative research between faculty and doctoral students. (3)	Conduct collaborative writing and research training sessions for faculty and students.	Hold collaborative writing and research training sessions for faculty and students.	A minimum of two collaborative writing and research training sessions for faculty and students will be held by May 1, 2007.	Space IRB assistance Materials development for training sessions.

**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.

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**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 through programmatic mechanisms. (4)	Create an EDLP Program Task Force for student recruitment.	By December 31, 2006, establish the EDLP Task Force made up of individuals who have completed their Ed. D., individuals working on, but not yet finished, with their Ed. D. and representatives of COE and the EDPL Admissions Committee.	The EDLP Task Force will have met twice by May 31, 2007.	Resources for meeting: <ul style="list-style-type: none"> <li>• Food</li> <li>• Meeting space</li> </ul>



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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?)
Create advising mechanisms to keep students fully informed and on track to degree completion. (1)	Provide training to Faculty eligible to serve as doctoral dissertation chairs and members of dissertation committees.	Training session offered for faculty on program information and research guidance by May 31, 2007.	Five training sessions were scheduled during the spring 2007 semester. Attendance at each session varied from no one to over 20 people	Session schedule will begin in the Fall of 2007. Some sessions will be for faculty only. Meeting reminders will be sent out before each

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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?)
			depending on the topic.	session.

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Work with the newly created position or office of graduate studies, research, and faculty development to identify opportunities for collaborative research between faculty and doctoral students. (2)	Administer doctoral student research interest survey.	100% of doctoral students with more than one year of completed coursework will be surveyed by February 1, 2007.	The planned survey was not administered.	This objective will be pursued in the 2007-2008 academic year.
Work with the newly created position or office of graduate studies, research, and faculty development to identify opportunities for collaborative research between faculty and doctoral students. (3)	Hold collaborative writing and research training sessions for faculty and students.	A minimum of two collaborative writing and research training sessions for faculty and students will be held by May 1, 2007.	These sessions were not scheduled.	This objective will be pursued in the 2007-2008 academic year.

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Build working relationships with schools and community at large through programmatic mechanisms. (4)	By December 31, 2006, establish the ELDP Task Force made up of individuals who have completed their Ed. D., individuals working on, but not yet finished, with their Ed. D. and representatives of COE and the EDPL Admissions Committee.	The EDLP Task Force will have met twice by May 31, 2007.	A Task Force was established; however, the purpose was to plan the Doctoral Program Celebration held on May 2, 2007. The Task Force met every two weeks throughout the year.	A Task Force with the original purpose will be initiated in 2007-2008 with particular focus on specializations development and program admissions criteria and screening processes.