

Administrative and Educational Support Report*

Department of 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: Department of Educational Leadership

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. Jerry Lowe

Unit Mission: Provide quality Principal and Superintendent Preparation Programs to prepare educational leaders to respond to the needs of students from diverse socioeconomic, cultural, and linguistic environments. To support a maturing doctoral program with capable and distinguished faculty engaged in state of art research. To translate this into a high quality learning environment for faculty students and practitioners.

University 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 mechanism 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
Revise student advisement system to create an individualized focus. Inform students of	Train and educate Educational Leadership advisors.	Every faculty advisor will be updated on the most recent program criteria/requirements	100% of advisors will be trained on the most recent program criteria/requirements essential to their specific program by	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
the new system. (1)		essential to their specific programs by December 31, 2006.	December 31, 2006.	

University 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 mentoring and advising mechanism 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
Align coursework assignments to faculty expertise. (2)	<ul style="list-style-type: none"> Conduct faculty discussion to identify individual's expertise. Identify needed faculty expertise for position postings. 	Schedules that reflects efficient and effective use in faculty expertise.	100% of Faculty teaching courses appropriate to their expertise by May 31, 2007.	None
Create a critical mass of faculty ready to Chair and serve on dissertation committees. (3)	<ul style="list-style-type: none"> Assist faculty to achieve Full graduate Faculty Status. Train faculty in roles for dissertation involvement. 	All department faculty attains associate or full graduate faculty status.	Assessment process in place to provide evidence of faculty graduate status.	None

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University 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:

Build working relationships with schools and community at large with though 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
Continue working relationships K-12 schools through Project LEAD and Educational Leadership Advisory Board. (4)	Create a Department of Educational Leadership Advisory Board.	By December 31, 2006 an Educational Leadership Advisory Board will be created made up of community and area school district personnel.	The Educational Leadership Advisory Board will have met once by May 31, 2007.	Resources for meetings food.

University Goal:

Infuse Inter-American and global perspectives throughout the University community.

Division Objective:

Infuse international and Inter-American content into the curriculum.

College/AVP Objective:

Recruit faculty from diverse backgrounds.

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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
Recruit faculty aligned with identified departmental needs for expertise. (5)	Advertise aggressively in minority publications and web sources for new faculty.	Increased amount of advertising by 50%.	Compare the 2005-2006 monies spent on advertisement with 2006-2007 monies. Advertising for faculty recruitment will show a 50% increase.	Advertisement money should be reflective of the Department's fair share within the COE.



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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?)
Revise student advisement system to create an individualized	Every faculty advisor will be updated on the most recent program	100% of advisors will be trained on the most recent program criteria/requirements essential to	The most recent program admission/completion criteria was developed	Faculty advisors are currently using the new advising procedures and

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focus. Inform students of the new system. (1)	criteria/requirements essential to their specific programs by December 31, 2006.	their specific program by December 31, 2006.	with input from all faculty members in educational leadership. The completed document was discussed and all faculty members were made aware of the new changes and given information on student advising procedures at two faculty meetings designed for this purpose.	providing students with the most updated information.

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Align coursework assignments to faculty expertise. (2)	Schedules that reflects efficient and effective use in faculty expertise.	100% of Faculty teaching courses appropriate to their expertise by May 31, 2007.	Survey was disseminated to all tenure/tenure track faculty asking for their teaching preferences in the M.Ed. and certification programs.	Tenure/tunure track faculty are teaching in their areas of expertise

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Create a critical mass of faculty ready to Chair and serve on dissertation committees. (3)	All department faculty attains associate or full graduate faculty status.	Assessment process in place to provide evidence of faculty graduate status.	What were the results of all (100%) of department faculty attaining associate or full graduate faculty status?	What changes did you make to the department/program to ensure this objective is met?

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Build working relationships with schools and community at large with though programmatic mechanisms.

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Continue working relationships K-12 schools through Project LEAD and Educational Leadership Advisory Board. (4)	By December 31, 2006 an Educational Leadership Advisory Board will be created made up of community and area school district personnel.	The Educational Leadership Advisory Board will have met once by May 31, 2007.	The advisory board has not been established	This objective will be pursued during the 2007-2008 AY

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Objective:**

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Objective:**

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Recruit faculty aligned with identified departmental needs for expertise. (5)	Increased amount of advertising by 50%.	Compare the 2005-2006 monies spent on advertisement with 2006-2007 monies. Advertising for faculty recruitment will show a 50% increase.	Improved recruitment and advertising resulted in the hiring of four new tenure-track educational leadership faculty members were hired for the 2007-2008 AY. Faculty were recruited based upon identified needs of the department.	New faculty are filling a need in the areas of doctoral research and the masters and principal certification programs in educational leadership