

Administrative and Educational Support Report*

Department of Educational Psychology

**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 Psychology

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:** Salvador Hector Ochoa

Unit Mission: The Department of Educational Psychology consists of programs that are designed to meet the educational needs of individuals from diverse socioeconomic, socio-cultural, and linguistic backgrounds in the South Texas Region, Southwestern United States and the United States. The department is committed to providing the highest quality of instruction, faculty development, student advisement, educational services to the community, and research in various fields of endeavor.

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

Academic Affairs Objective: Assist students in defining their educational goals and support them in reaching those goals in a timely manner.

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
Develop a departmental mechanism to track student progress. (1)	Identify those variables that are needed to track student progress.	The creation and continuous refinement of an automated database.	The automated data base will be established by May 2007.	None

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UTPA Goal: Become an outstanding research institution, emphasizing collaborative partnerships, and entrepreneurships.

Academic Affairs Objective: Foster Intramural and extramural Collaborative Research Partnerships.

College/AVP Objective: Build community relationships that yield research opportunities and outcomes.

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
Mentor junior and untenured faculty member's research productivity. There will be 14 junior or untenured faculty members in the department in 2006-2007. (2)	Department chair will meet with junior or untenured faculty members twice a semester.	Number of refereed presentations produced by junior or untenured faculty members.	A total of 14 refereed conference presentations will be made by the junior or untenured faculty members in the dept. (An average of 1 per faculty).	None
	Junior faculty members wanting a mentor will be provided one.	Number of refereed publications produced by junior or untenured faculty members	A total of 7 refereed publications will be made by the junior or untenured faculty members in the dept. (An average of .5 per faculty).	

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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>Create mentoring and advising mechanisms to keep students on track. (3)</p> <p><i>Ensure faculty members are complying with H.O.P. Policy regarding office hours.</i></p> <p><i>Please note that the exception to this is when faculty members are out of town attending conferences or are ill.</i></p> <p><i>(Please note that this black italicized section above has been moved to the next column)</i></p>	<p>Ensure faculty members are complying with H.O.P. Policy regarding office hours.</p> <p>Please note that the exception to this is when faculty members are out of town attending conferences or are ill.</p> <p>1. Provide students with information about faculty members office hours by posting them on: a) the departmental website; b) course syllabi; c) faculty members' office doors.</p>	<p>1) Faculty members will have their office hours posted on their:</p> <p>a) office door; b) the dept. website; and c) course syllabi.</p>	<p>1) 100% compliance will be achieved with regard to posting office hours.</p>	<p>None</p>
	<p>2. The department head will send out a group email to all students outlining each faculty members' office hours.</p>	<p>2) Evidence that the group email has been sent to the students.</p>	<p>2) 100% compliance</p>	<p>None</p>
	<p>3. Develop a mechanism for students to report noncompliance</p>	<p>3A. Collect the percentage of students in the department who report noncompliance.</p> <p>3B. Collect the percentage of faculty members who have more than 3</p>	<p>3A. Less than 5% of the students will report a noncompliance of a faculty member not holding their office hours.</p> <p>3B. Less than 5% of the faculty members will have more than 3</p>	<p>None</p>

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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
		noncompliance reports filed during academic calendar.	noncompliance reports filed during academic calendar.	



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Department of Educational Psychology

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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?)
Develop a departmental mechanism to track student progress. (1)	The creation and continuous refinement of an automated database.	The automated data base will be established by May 2007.	An automated computer data base was established for the largest graduate	We found that there is a significant benefit by having this automated data

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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?)
			<p>program (Counseling) which has approximately 250 students. This data base outlines what courses students have taken, dates of completion of program requirements. While preparing this data base, we learned that the university was going to implement a new computer system (Banner). The COE voted to purchase a new computer server that would help further establish an automated student data based across the college and compliment the new university computer program (Banner). Thus, we halted more work on the data base to the other graduate programs until the new COE server and the University Banner system is in place.</p>	<p>base and we look forward to continuing along this path once the Banner system and the new COE computer server are in place next year.</p>

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Mentor junior and untenured faculty member's research productivity. There will be 14 junior or untenured faculty members in the department in 2006-2007. (2)	Number of refereed presentations produced by junior or untenured faculty members.	A total of 14 refereed conference presentations will be made by the junior or untenured faculty members in the dept. (An average of 1 per faculty).	A total of 50 different referred conference presentations were conducted by junior or untenured faculty members. Thus, our goal was met and exceeded.	Faculty will continue to be encouraged to seek internal grants funds and be mentored.
	Number of refereed publications produced by junior or untenured faculty members	A total of 7 refereed publications will be made by the junior or untenured faculty members in the dept. (An average of .5 per faculty).	A total of 12 different refereed publications were made by the junior or untenured faculty members. Thus, our goal was met and exceeded.	Faculty will continue to be mentored in order for them to continue their successes in producing refereed publications.

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Create mentoring and	1) Faculty members will	1) 100% compliance will be	All faculty posted their	Faculty will continue to be

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<p>advising mechanisms to keep students on track. (3)</p> <p><i>Ensure faculty members are complying with H.O.P. Policy regarding office hours.</i></p> <p><i>Please note that the exception to this is when faculty members are out of town attending conferences or are ill.</i></p> <p><i>(Please note that this black italicized section above has been moved to the next column)</i></p>	<p>have their office hours posted on their:</p> <p>a) office door; b) the dept. website; and c) course syllabi.</p>	<p>achieved with regard to posting office hours.</p>	<p>office hours on their office door. Office hours were posted on the departmental website and on all course syllabi.</p>	<p>required to post their office hours on their doors, and on their course syllabi. Faculty office hours will also be continued to be posted on our departmental website. Having this information posted helped tremendously in helping students to meet with faculty during their office hours. The department believes that unit objective A needs to be continued.</p>
	<p>2) Evidence that the group email has been sent to the students.</p>	<p>2) 100% compliance</p>	<p>The department secretary sent a group email to students informing them of faculty office hours.</p>	<p>This helped a lot to notify students when faculty were available to meet with them to address their needs.</p>
	<p>3A. Collect the percentage of students in the department who report noncompliance.</p> <p>3B. Collect the percentage of faculty members who have more than 3 noncompliance reports filed</p>	<p>3A. Less than 5% of the students will report a noncompliance of a faculty member not holding their office hours.</p> <p>3B. Less than 5% of the faculty members will have more than 3 noncompliance reports filed</p>	<p>3A. During the time period examined, no students reported that a faculty member was not in compliance with their office hours.</p> <p>3B. No faculty member had more than three noncompliance reports filed against them during the</p>	<p>Faculty compliance with maintaining their office hours was clearly evident. The department does not believe that this unit objective (3A and 3B) needs to be continued via a monitoring system.</p>

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	during academic calendar.	during academic calendar.	academic year.	