

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

**Department of Health & Kinesiology**

**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 Health and Kinesiology

**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. Donna M. Dugas

**Unit Mission:** The mission of the Department of Health and Kinesiology is congruous with that of the University of Texas-Pan American and the College of Education. Specifically, it is to prepare health, kinesiology, and dance students to function professionally in a changing and diverse society, to fulfill the core curriculum requirements, and to improve the quality of university life through the understanding, delivery and promotion of physical activity in the wellness program.

**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
The Department will review its mentoring and advising system to retain and graduate students. (1)	The Chair and Program Coordinators will produce a process map (flow chart) of existing mentoring and advising systems.  The Chair and Program Coordinators will revise the	The Chair will publish the revised mentoring and advising system process map (flow chart) by May 31, 2007.	The Chair will forward the revised process map (flow chart) to the Dean by May 31, 2007.	None

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

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
	existing systems as needed			

**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:** Ensure that degree plans and course syllabi are updated by incorporating new developments and research in the subject matter.

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
Ensure that degree plans and course syllabi are updated. (2)	<p>The new clerk will automate all degree plans.</p> <p>Each coordinator will convene their curriculum committee to review syllabi to check for alignment with program SLOs and updated subject matter.</p>	<p>The new clerk will verify with the Chair that all eight (8) degree plans are automated.</p> <p>Each coordinator will publish the updated alignment chart by May 31, 2007.</p>	<p>New clerk will verify with the Chair that all eight (8) automated degree plans are in use by October 1, 2006.</p> <p>Each coordinator will provide a copy of the updated alignment chart to the Chair by May 31, 2007.</p>	<p>Funding of the clerk position during the budget cycle.</p> <p>None</p>
	Develop faculty mentoring systems to assist junior faculty members.	Create a Faculty Mentoring Handbook with mentoring strategies and timelines.	Tenured faculty members will provide a copy of the Mentoring Handbook to the Chair by September 15, 2006 and implement strategies and timelines	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
			during the 2006-2007 year.	

**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. (3)	The Chair will convene effective pedagogy seminars, according to faculty needs.	Faculty members with the designated expertise will conduct three (3) pedagogy seminars.	The Chair will forward a copy of the agendas of the three (3) pedagogy seminars to the Dean by April 30, 2007.	None
	Assign faculty members appropriate workloads.	Require faculty members to elect nine (9) or 12 hour workload, as permitted by departmental needs.	Release-time forms will be submitted to the Chair, forwarded to the Dean, and a file kept in the office, according to established University timelines.	None

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

**Academic Affairs Objective:** Establish a framework for external support of research and entrepreneurial activities.

**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
Build community relationships that yield research opportunities and outcomes. (4)	Ensure that junior faculty members are mentored and supported.	Assign junior faculty members to research-oriented senior/tenured faculty members.	Chair will make the assignments by August 31, 2006.	None
	Create health, kinesiology, and dance activities that generate revenue.	Develop two (2) or more revenue-generating activities.	Chair will assign a committee to coordinate the Bronc Fitness Venture Grant by February 15, 2007.  Chair will assign a committee to coordinate the alignment of dance performances with the Theatre Department and to develop a Texas network of dance professionals for concerts by August 31, 2006.	Funding from SAC

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

**UTPA Goal:** Infuse Inter-American and global perspectives throughout the University community.

**Academic Affairs Objective:** Infuse international and Inter-American content into the curriculum.

**College/AVP Objective:** Recruit faculty and students from diverse backgrounds.

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 and students from diverse backgrounds. (5)	Search Committees Recruitment Manuals will indicate advertisement in minority publications and web sources for new faculty.  Summarize the EEO Data Forms.	Increase minority applicants for faculty positions.	Compare the 2005-2006 summary with the 2006-2007 summary to check for an increase in minority applicants.	Advertisement money should be reflective of the Department's fair share within the COE.
	Faculty members will team with existing student recruitment efforts of the University.	Faculty members will participate in several student recruitment efforts of the University.	The Chair will develop committees or recruit volunteers to actively work with HESTEC, FESTIBA, the University Recruitment Fair, and the Athletic Department during the academic year. This will be documented in Departmental meetings.	None



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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?)
The Department will review its mentoring and advising system to retain and graduate students. (1)	The Chair will publish the revised mentoring and advising system process map (flow chart) by May 31, 2007.	The Chair will forward the revised process map (flow chart) to the Dean by May 31, 2007.	The revised mentoring and advising system was sent to the Dean’s Office on May 23, 2007.	The largest program, kinesiology, has a flow chart. Smaller programs will work towards developing flow charts for their programs during 2007-2008.

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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?)
Ensure that degree plans and course syllabi are updated. (2)	<p>The new clerk will verify with the Chair that all eight (8) degree plans are automated.</p> <p>Each coordinator will publish the updated alignment chart by May 31, 2007.</p>	<p>New clerk will verify with the Chair that all eight (8) automated degree plans are in use by October 1, 2006.</p> <p>Each coordinator will provide a copy of the updated alignment chart to the Chair by May 31, 2007.</p>	<p>100% successful.</p> <p>One coordinator (Kinesiology) out of 4 provided a copy of the updated alignment chart to the Chair by May 31, 2007.</p>	<p>No change necessary.</p> <p>This outcome will be incorporated into the 2007-2008 Action Plan to attain 100% compliance.</p>
	Create a Faculty Mentoring Handbook with mentoring strategies and timelines.	Tenured faculty members will provide a copy of the Mentoring Handbook to the Chair by September 15, 2006 and implement strategies and timelines during the 2006-2007 year.	Failed.	This outcome will be incorporated into the 2007-2008 Action Plan to produce the product.

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

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**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	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?)
Focus efforts on quality teaching. (3)	Faculty members with the designated expertise will conduct three (3) pedagogy seminars.	The Chair will forward a copy of the agendas of the three (3) pedagogy seminars to the Dean by April 30, 2007.	100% successful. Two seminars were conducted on implementation and communication strategies using technology. The third seminar was on assessment strategies using technology.	Faculty members starting using the WebCT strategies to communicate with students during courses. Faculty members also started using the Polar TriFIT System for fitness assessment during classes.
	Require faculty members to elect nine (9) or 12 hour workload, as permitted by departmental needs.	Release-time forms will be submitted to the Chair, forwarded to the Dean, and a file kept in the office, according to established University timelines.	100% successful.	No change necessary.

**UTPA Goal:**

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

**Academic  
Affairs  
Objective:**

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

**College/AVP  
Objective:**

Build community relationships that yield research opportunities and outcomes.

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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?)
Build community relationships that yield research opportunities and outcomes. (4)	Assign junior faculty members to research-oriented senior/tenured faculty members.	Chair will make the assignments by August 31, 2006.	100% successful.	No change was made.
	Develop two (2) or more revenue-generating activities.	<p>Chair will assign a committee to coordinate the Bronc Fitness Venture Grant by February 15, 2007.</p> <p>Chair will assign a committee to coordinate the alignment of dance performances with the Theatre Department and to develop a Texas network of dance professionals for concerts by August 31, 2006.</p>	<p>The Chair assigned a faculty member to coordinate the Bronc Fitness Venture Grant by January 2007.</p> <p>The merger with the Theatre Department was put on hold; then, the Theatre Department voted against the merger. Therefore, the coordination was unsuccessful.</p>	<p>A faculty member was assigned instead of a committee. Additionally, the Chair attempted to receive permission from the University to allow students to electively pay for the heart rate monitor straps. This money was to be used to maintain the Polar TriFIT System. This request was denied. The Dean of Students allowed the Department to give the straps to the students who elected to participate in the program.</p> <p>No change was made.</p>

**UTPA Goal:** Infuse Inter-American and global perspectives throughout the University community.

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**Academic  
Affairs  
Objective:**

Infuse international and Inter-American content into the curriculum.

**College/AVP  
Objective:**

Recruit faculty and students from diverse backgrounds.

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?)
Recruit faculty and students from diverse backgrounds. (5)	Increase minority applicants for faculty positions.	Compare the 2005-2006 summary with the 2006-2007 summary to check for an increase in minority applicants.	We had 4 minority applicants in 2005-2006 and 15 in 2006-2007. This represented an increase of almost 300%.	Four new minority applicants from diverse backgrounds were hired. This will increase the diversity of the faculty for years to come.
	Faculty members will participate in several student recruitment efforts of the University.	The Chair will develop committees or recruit volunteers to actively work with HESTEC, FESTIBA, the University Recruitment Fair, and the Athletic Department during the academic year. This will be documented in Departmental meetings.	100% successful. The Department worked with HESTEC, FESTIBA, the University Recruitment Fair, and the Athletic Department during the academic year. All documentation is available in the minutes of meetings during 2006-2007.	The Department continues to be involved with various University recruitment efforts. No change was necessary.