

Administrative and Educational Support Report

Graduate School

Annual Action Plan
Annual Assessment Report

June 2006 – May 2007



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

Unit: Graduate School

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. Teofilo Ozuna

Unit Mission: The mission of the Graduate School supports the mission of the Division of Academic Affairs. The mission of the Graduate School is to support and reinforce excellence in graduate education and applied scholarly activities. The Graduate School is accountable for the quality and well-being of all graduate programs and will assist graduate faculty in establishing academic policies governing graduate education, including requirements for students, curriculum and graduate faculty selection.

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

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

College/AVP Objective: Define and implement standards to monitor-to-degree for all graduate programs.

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
Assure graduate students graduate within 7 year limit. (1)	Create a standardized graduate degree plan form which programs will adopt and apply per established policy in graduate catalog.	A standardized graduate degree plan will be adopted by 100% of all graduate programs.	The VP for Graduate Studies will document the adoption of the standardized graduate degree plan form by graduate programs by May	Time and effort of program directors and/or coordinators.

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
			31, 2007.	

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

Academic Affairs Objective: Provide support for the improvement of the research infrastructure.

College/AVP Objective: Increase the number of research assistantships by five each year for the next five years.

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
Further the role of UTPA in becoming a research university. (2)	Allocate funds to colleges for the hiring of new graduate students.	The number of graduate assistantships will be increased in comparison to the previous FY 2005-2006	The VP for Graduate Studies will track the number of graduate assistantships for FY 2006-2007 and compare to the number in FY2005-2006. Results of the comparison will be completed by May 31, 2007.	\$40,000 for new graduate assistantships
		The faculty-student research productivity will be increased in comparison to the previous FY 2005-2006	The VP for Graduate Studies will track the number of faculty-student published papers and/or presentations for FY 2006-2007 and compare to the number in FY2005-2006. Results of the comparison will be completed by May 31, 2007.	\$30,000 for travel funds for graduate students to make presentations at professional meetings.

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
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UTPA Goal: Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

Academic Affairs Objective: Promote engagement with existing organizations to address challenges and opportunities.

College/AVP Objective: Increase graduate enrollment through existing organizations and the community.

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
Increase graduate enrollment. (3)	(1) Obtain and install EMBARK graduate recruitment and enrollment software. (2) Participate in recruitment fairs.	(1) The number of graduate students enrolled in graduate programs will increase by 3% in comparison to the previous FY 2005-2006 (2) EMBARK software will be installed and operational by May 31, 2007	(1) The VP for Graduate Studies will collect data on graduate enrollment during AY2006-2007 and compare to the goal of achieving 3% over AY2005-2006. Data analysis and results will be compiled by May 31, 2007. (2) The VP for Graduate Studies will monitor, assess, and compile results of the implementation of EMBARK software by May 31, 2007	(1) Graduate recruiter position (2) \$24,000 for purchase of EMBARK

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
	(3) Add additional master and doctoral programs	(3) Number of recruitment fairs attended (4) Number of new master and doctoral programs	(3) The VP for Graduate Studies will prepare a summary report of attendance in at least 4 recruitment fairs by May 31, 2007 (4) Two new graduate program proposals will receive Coordinating Board approval by May 31, 2007.	(3) \$15,000 for give-aways, travel, and purchasing of GMAT/GRE student names.

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

Academic Affairs Objective: Increase the number of international students on campus.

College/AVP Objective: Expand the recruitment of international students.

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
Increase international student enrollment at the graduate level. (4)	Promote and recruit students from international universities.	Enrollment of international students for FY 2006-2007 will be increase by 20 students in comparison to the previous FY 2005-2006	The VP for Graduate Studies will track recruitment and enrollment of international students for FY2006-2007 and compare to the enrollment of international students FY2005-2006. Analysis of data collected will be	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
			summarized by May 31, 2007.	

UTPA Goal: Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

Academic Affairs Objective: Provide infrastructure to maximize utilization of human intellectual capital.

College/AVP Objective: Provide faculty support for graduate requirements.

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
Assure that all faculty are knowledgeable of any changes occurring within graduate standards. (5)	(1) Coordinate training session for graduate program directors and chairs. (2) Increase communication and correspondence with faculty, directors, chairs and deans.	Communication with graduate program directors, department chairs, and graduate faculty will be enhanced via training sessions and formal correspondence.	The VP for Graduate Studies will conduct two training sessions for program directors and department chairs during FY 2006-2007 and document formal exchanges of information with directors, chairs, and graduate faculty. A summary of communication activities will be compiled by May 31, 2007.	None



Annual Assessment Report: June 1, 2006–May 31, 2007

Unit: Graduate School

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Division: Academic Affairs **Unit Head:** Dr. Cynthia Brown

Unit Mission: The mission of the Graduate School supports the mission of the Division of Academic Affairs. The mission of the Graduate School is to support and reinforce excellence in graduate education and applied scholarly activities. The Graduate School is accountable for the quality and well-being of all graduate programs and will assist graduate faculty in establishing academic policies governing graduate education, including requirements for students, curriculum and graduate faculty selection.

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

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

College/AVP Objective: Define and implement standards to monitor-to-degree for all graduate programs.

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?)
Assure graduate students graduate within 7 year limit. (1)	A standardized graduate degree plan will be adopted by 100% of all graduate programs.	The VP for Graduate Studies will document the adoption of the standardized graduate degree plan form by graduate programs by May	Standardized graduate degree plan approved April 4, 2007.	This will facilitate future degree certification as well as giving students a better guideline for their graduate work. It also is the bridge to the Embark system.

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?)
		31, 2007.		

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

Academic Affairs Objective: Provide support for the improvement of the research infrastructure.

College/AVP Objective: Increase the number of research assistantships by five each year for the next five years.

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?)
Further the role of UTPA in becoming a research university. (2)	The number of graduate assistantships will be increased in comparison to the previous FY 2005-2006	The VP for Graduate Studies will track the number of graduate assistantships for FY 2006-2007 and compare to the number in FY2005-2006. Results of the comparison will be completed by May 31, 2007.	570 graduate assistantships were awarded by May 31 st for FY 2006-2007. This represents an increase of 34.4% (146 assistantships).	An increase in the number of graduate assistantships provides additional research support for faculty and additional teaching support for departments.
	The faculty-student research productivity will be increased in comparison to the previous FY 2005-2006	The VP for Graduate Studies will track the number of faculty-student published papers and/or presentations for FY 2006-2007 and compare to the number in FY2005-2006. Results of the comparison will be completed by May	FY 2005-2006 faculty-student research productivity included: 3 books 1 book chapter 13 papers 11 publications 13 presentations	This data had never been requested previously and will be collected again at the end of FY 2006-2007 so that changes can be tracked.

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?)
		31, 2007.		

UTPA Goal:

Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

Academic Affairs Objective:

Promote engagement with existing organizations to address challenges and opportunities.

College/AVP Objective:

Increase graduate enrollment through existing organizations and the community.

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?)
Increase graduate enrollment. (3)	<p>(1) The number of graduate students enrolled in graduate programs will increase by 3% in comparison to the previous FY 2005-2006</p> <p>(2) EMBARK software will be installed and operational by May</p>	<p>(1) The VP for Graduate Studies will collect data on graduate enrollment during AY2006-2007 and compare to the goal of achieving 3% over AY2005-2006. Data analysis and results will be compiled by May 31, 2007.</p> <p>(2) The VP for Graduate Studies will monitor, assess, and compile</p>	<p>(1) Graduate enrollment in Fall AY 2007 increased by 7.7% over Fall AY 2006 (from 2,003 to 2,158 students). The total of Fall and Spring AY2006-2007 SCH enrollment increased by 3.6% over Fall and Spring SCH production for AY 2005-2006.</p> <p>(2) EMBARK software installation was delayed owing to a change in the</p>	<p>(1) Community awareness about the growing graduate program at UTPA improves the image of the university. It also encourages business and community organizations to collaborate with the graduate programs.</p> <p>(2) Implementation of Embark will help prospecting and recruiting</p>

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>31, 2007</p> <p>(3) Number of recruitment fairs attended</p> <p>(4) Number of new master and doctoral programs</p>	<p>results of the implementation of EMBARK software by May 31, 2007</p> <p>(3) The VP for Graduate Studies will prepare a summary report of attendance in at least 4 recruitment fairs by May 31, 2007</p> <p>(4) Two new graduate program proposals will receive Coordinating Board approval by May 31, 2007.</p>	<p>security audit requirements for third party data storage that were effective 01/07. The issues were resolved and the PO submitted 6/07.</p> <p>(3) Graduate Studies staff attended 2 recruitment fairs – one sponsored by the Alumni Association and the other in Reynosa, Mexico – and talked to approximately 50 students.</p> <p>(4) 2 new masters programs (MFA in Creative Writing and MS in Engineering Management) were approved by THECB. THECB also gave planning approval for a new doctoral program in clinical psychology.</p>	<p>of potential graduate students.</p> <p>(3) Management and staff turnover prevented attendance at additional recruitment fairs.</p> <p>(4) Additional graduate programs are being added that will provide increased support for the community. New programs will also attract additional students and research faculty.</p>

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

Academic Affairs Objective: Increase the number of international students on campus.

College/AVP Objective: Expand the recruitment of international students.

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?)
Increase international student enrollment at the graduate level. (4)	Enrollment of international students for FY 2006-2007 will be increase by 20 students in comparison to the previous FY 2005-2006	The VP for Graduate Studies will track recruitment and enrollment of international students for FY2006-2007 and compare to the enrollment of international students FY2005-2006. Analysis of data collected will be summarized by May 31, 2007.	International graduate student enrollment increased from 140 in the Fall of 2005 to 161 in the Fall of 2006, representing a 15% increase.	International students improve the diversity of the student body and bring global perspectives to the classroom and research environment.

UTPA Goal:

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

Academic Affairs Objective:

Provide infrastructure to maximize utilization of human intellectual capital.

College/AVP Objective:

Provide faculty support for graduate requirements.

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?)
Assure that all faculty are knowledgeable of any changes occurring within graduate standards. (5)	Communication with graduate program directors, department chairs, and graduate faculty will be enhanced via training sessions and formal correspondence.	The VP for Graduate Studies will conduct two training sessions for program directors and department chairs during FY 2006-2007 and document formal exchanges of information	A Graduate & Professional School Enrollment Management workshop was held 11/06 for graduate directors. A training session was held 8/06 for Teaching Assistants.	Skills acquired by graduate directors will help in recruiting of students at the program level.

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?)
		with directors, chairs, and graduate faculty. A summary of communication activities will be compiled by May 31, 2007.	Communications procedures with directors, chairs and graduate faculty are still being developed.	