

Administrative and Educational Support Report

University Honors Program

Annual Action Plan Annual Assessment Report

June 2006 – May 2007



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

Unit: University Honors 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:** Kenneth L. Buckman, Director

Unit Mission: The mission of the University Honors Program is to provide capable and interested undergraduate students at the University of Texas- Pan American a means of enriching their college education through honors classes, independents studies classes, guest speakers, seminars, educational travel, an honor society, and developmental seminars.

UTPA Goal: Provide students 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: Improve academic initiatives to ensure timely graduation for undergraduate students;
Improve the academic successes and achievement of undergraduate 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
Identify the personal and programmatic factors that impede graduation from the UHP in a timely manner. (1)	-Design and administer an EXIT survey for all UHP program completers and those who do not complete the program.	Administer survey to UHP students May 1, 2007	A report of survey results will be presented to the Honors Council by May 31, 2007	None
Identify and develop	-Evaluate & re-design the	The following will be	The following 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
strategies to encourage and promote graduation from the UHP in a timely manner, including expanding Study Abroad opportunities. (2)	Guidelines to Independent Studies; -Develop a UHP requirements checklist for students & faculty; -Set aside \$30,000 for Study Abroad scholarships; -Set aside \$5-10,000 for summer tuition scholarships.	developed by April 30, 2007: 1. New guidelines for UHP students and faculty 2. New checklist 3. List of Students identified to receive Study Abroad Scholarships 4. List of Students identified to receive summer tuition scholarships.	approved by Honors Council–By May 31, 2007: 1. New guidelines or UHP students and faculty; 2. New checklist; 3. List of Students identified to receive Study Abroad Scholarships; 4. List of Students identified to receive summer tuition scholarships.	None None None

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

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

Academic Affairs Objective: Foster intramural and extramural collaborative research partnerships.

College/AVP Objective: Increase the number of undergraduate students engaged in research at a Hispanic Serving institution.

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 the number of UHP students completing research/creative projects. (3)	-Request institutional funding for research expenses for students	The number of UHP students completing research/creative projects will increase over the previous academic year	A comparison will show an increase in the number of UHP students completing research/creative projects over previous academic year	None
Encourage more faculty to identify collaborative research opportunities with students. (4)	-Meet with Dean's Council and/or departments, & individual faculty members to promote undergraduate research.	Establish a schedule to meet with the Dean's Council and/or individual Deans & administrators, departments, and individual faculty members.	Document meetings with Dean's Council, individual Deans, administrators, departments and individual faculty members	None

Annual Action Plan June 1, 2006–May 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 Objectives: Collaborate with existing units on campus to increase awareness of the UHP through various outreach activities.
Collaborate with STC and other post-secondary feeder schools for transitioning transfer 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
Continue communication with the AME Center, the Orientation office, and the Division of Enrollment & Student Services units, and High School to University Services to increase the recruitment of students to the UHP. (5)	-Provide information via brochures, etc. to the AME Center staff, Orientation staff, and other units with the Division of Enrollment services, as well as the Concurrent Enrollment program (High School to University Services)	Contact offices and personnel (via emails, memos, meetings, telephone contacts, etc.) and distribute brochures or other materials.	Document Meetings with: Total University Experience; High School Honors Programs, Directors, or Principals; Vice-President of Student Enrollment; Dean of Admissions by May 31, 2007	\$1500 for printing of 5,000 brochures for the 2006-2007 Academic Year
Maintain contact with South Texas College Honors Program. (6)	-Meet with STC Honors Director at least once per semester to establish plan for transitioning students to the UHP	Meet with STC Honors Program Director 4 times per year	Submit a report of meetings with STC Honors Program Director to the Honors Council documenting four meetings per year	None
Update web site for UHP. (7)	Engage web site consultant and staff to design an attractive and informative web site for prospective students and the internal and external publics	Develop updated web site by April 2007	100% of web site will be updated and operating by April 28, 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
Charter a new Honor Society affiliated with the UHP to promote service, leadership and character. (8)	Coordinate initiation of a new UTPA Honor Society with the Dean of Students Office; Recruit members from incoming and current Honors students	Complete process for approval of new Honor Society by April 28, 2007	Honors Society Chartered by May 31, 2007	None

UTPA Goal:

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards

Academic Affairs Objective:

Ensure information flow to meet stakeholders' needs at all levels.

College/AVP Objective:

Provide high quality Undergraduate Academic services to students;
Streamline procedures to enhance the effectiveness and efficiency of OUGS

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
Initiate a monthly UHP newsletter for our students, faculty mentors, and University community. (9)	-Assign student worker to newsletter task; -Compile an updated UHP student email list; -Design newsletter format; -Post newsletter on the web; -Send newsletter out electronically.	Develop a UHP newsletter for the University community by February 2007	Distribution of two electronic issues of the UHP newsletter by May 31, 2007	\$700 for spring semester.
Maintain student information data bases on	-Develop guidelines and storage procedures for	Develop data base guidelines and storage	Approval of data base guidelines and storage	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
scores, graduation, post-graduation plans, time to graduation, etc. (10)	each of the data bases	procedures	procedures reflected in minutes of an Honors Council Meeting by May 31, 2007	
Increase the number of courses being offered for AY-2006-2007. (11)	<ul style="list-style-type: none"> -Develop goals for number and type of honors courses to be offered each semester; -Meet with Dean's Council to promote offering of Honors courses 	Obtain approval from Honors Council to increase Honors Student requirements to include four upper divisions courses (one writing/research course mandatory)	Approval reflected in minutes of an Honors Council meeting to increase Honors Student requirements to include four upper divisions courses (one writing/research course mandatory) by May 31, 2007	None



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

Unit: University Honors 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:** Kenneth L. Buckman, Director

Unit Mission: The mission of the University Honors Program is to provide capable and interested undergraduate students at the University of Texas- Pan American a means of enriching their college education through honors classes, independents studies classes, guest speakers, seminars, educational travel, an honor society, and developmental seminars.

UTPA Goal: Provide students 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: Improve academic initiatives to ensure timely graduation for undergraduate students;
Improve the academic successes and achievement of undergraduate 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?)
Identify the personal and programmatic factors that impede graduation from the UHP in a timely manner. (1)	Administer survey to UHP students May 1, 2007	A report of survey results will be presented to the Honors Council by May 31, 2007	Did not complete this survey. One factor that did emerge, extra survey, was an increased need for sound	Did not complete this survey. Instituted new schedule for completing thesis requirements. Students

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

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>Honors Advisement. Many students (approximately 5), though completing the Honors requirements for graduating with UHP credit, failed to compete the requirements in an efficient, effective and timely manner.</p> <p>Attended Great Plains Honors Council to have meetings to help identify issues within Honors Programs and Honors Colleges.</p> <p>Creation of other opportunities to identify issues within Honors Programs and Honors Colleges.</p> <p>Some students come to the program unprepared to complete UHP requirements.</p>	<p>must take HONR 3187 during last semester of the sophomore year or beginning of the junior year. Students are no longer allowed to take HONR 3387 and HONR 4387 in the same year. Thus increasing the quality of the research.</p> <p>The Director has been actively emailing students about new requirements, posting requirements on the UHP web page, and intensively advising students.</p> <p>Spoke with Nick Flynn—Honors Director—San Angelo State Spoke with Trisha Yarbrough—Honors Director—East Central Oklahoma University</p> <p>Talked (2 Hour Phone conversation) with Dean Dennis Patrick Leyden, Lloyd International Honors College, University of North Carolina, Greensboro.</p> <p>Talked with C. Earl Ramsay, Honors Program,</p>

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

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?)
				University of Arkansas, Littlerock Changing University Honors Program Admissions Criteria.
Identify and develop strategies to encourage and promote graduation from the UHP in a timely manner, including expanding Study Abroad opportunities. (2)	<p>The following will be developed by April 30, 2007:</p> <ol style="list-style-type: none"> 1. New guidelines for UHP students and faculty 2. New checklist 3. List of Students identified to receive Study Abroad Scholarships 4. List of Students identified to receive summer tuition scholarships. 	<p>The following will be approved by Honors Council.–By May 31, 2007:</p> <ol style="list-style-type: none"> 1. New guidelines or UHP students and faculty; 2. New checklist; 3. List of Students identified to receive Study Abroad Scholarships; 4. List of Students identified to receive summer tuition scholarships. 	<ol style="list-style-type: none"> 1. Guidelines for UHP faculty and students developed. 2. A checklist was developed for students taking HONR 3187, HONR 3387, and HONR 4387. 3. 13 students received Study Abroad Scholarships. 4. 3 Students received summer scholarships. 5. Had a comprehensive meeting with Dr. Ivelaw Griffith, Provost of Radford University and former Dean of the Honors College at Florida International University. Identified a number of components involved in developing a comprehensive Honors Program. 6. Had a comprehensive meeting with Dr. Robert 	<ol style="list-style-type: none"> 1. Guidelines for UHP faculty and students have been posted on the UHP web site. 2. There is a checklist available on-line for students taking HONR 3187, HONR 3387, and HONR 4387. 3. Students receiving UHP Study Abroad Scholarships traveled to Paris (with side trips to Dijon, Chartres, Rheims, Brussels, Bruges, and London). 4. These students attended summer school. 5. Will attempt to absorb and implement

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

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>Spurrier, Dean of the Honors College at Oklahoma State University. Identified a number of components involved in developing a comprehensive Honors Program.</p> <p>7. New thesis schedule</p> <p>8. Actively advise students.</p> <p>9. Incentives for completing requirements and receiving recognition.</p> <p>10. Expand opportunities for student research and achievement.</p>	<p>identifiable strategies for increasing enrollment and graduation.</p> <p>6. Will attempt to absorb and implement identifiable strategies for increasing enrollment and graduation.</p> <p>7. Instituted new schedule for completing thesis requirements. Students must take HONR 3187 during last semester of the sophomore year or beginning of the junior year. Students are no longer allowed to take HONR 3387 and HONR 4387 in the same year. Thus increasing the quality of the research.</p> <p>8. The Director has been actively</p>

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

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>emailing students about new requirements, posting requirements on the UHP web page, and intensively advising students.</p> <p>9. Created the Dora E. Saavedra Director's Award for the outstanding oral presentation of Honor's Thesis, presented at the Honors Recognition Ceremony.</p> <p>10. Luncheon with Dr. Stuart Yoak, Washington University, about association of Honors Program with prospective Ethics Center.</p>

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

Academic Affairs Objective: Foster intramural and extramural collaborative research partnerships.

College/AVP Objective: Increase the number of undergraduate students engaged in research at a Hispanic Serving institution.

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

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 the number of UHP students completing research/creative projects. (3)	The number of UHP students completing research/creative projects will increase over the previous academic year	A comparison will show an increase in the number of UHP students completing research/creative projects over previous academic year	Dr. Buckman came on board in January of 2007 and therefore had very little effect on the number of students completing research/creative projects. 15 students defended their research thesis.	Will use the number of students from spring 2007 as a baseline for future growth.
Encourage more faculty to identify collaborative research opportunities with students. (4)	Establish a schedule to meet with the Dean's Council and/or individual Deans & administrators, departments, and individual faculty members.	Document meetings with Dean's Council, individual Deans, administrators, departments and individual faculty members	<ol style="list-style-type: none"> 1. Met with the Dean's of Arts and Humanities, Education, Health Sciences and Human Services, Social and Behavioral Sciences. Communicated with via email with interim Dean of Education, and the Dean of Science and Engineering. 2. Met with or communicated with various faculty regarding the development and teaching of upper division Honors Courses: Dr. John Bokina, Dr. Chad Eberhardt; Dr. 	<ol style="list-style-type: none"> 1. Updated the Deans and Vice-President about initiatives of the Honors Program. The Deans expressed general support for development of the program. 2. Faculty submitted numerous proposals for upper division Honors Courses. The courses are being vetted by an Ad Hoc Committee (Dr. Saavedra, Dr. Gunn, and Dr. Polinard) for appropriateness of inclusion as Honor's Curricula. The classes selected will be voted on by the Honor's Council

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

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>Michael Faubion, Dr. Peter Kranz, Dr. Donna Dugas, Dr. Michael Johnson, Dr. Jerry Polinard, Dr. Zen Faulkes, Dr. Corey Wimberly, Dr. Darrin Rogers, Dr. Mohammed Bhati, Dr. Amy Hay</p> <p>3. Establish a relationship with the University Research Initiative through the Graduate Office.</p>	<p>at the first fall meeting.</p> <p>3. Was able to get monies for approximately 10 students @ an average of \$2,000 each.</p>

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 Objectives: Collaborate with existing units on campus to increase awareness of the UHP through various outreach activities. Collaborate with STC and other post-secondary feeder schools for transitioning transfer 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?)
Continue communication with the AME Center, the	Contact offices and personnel (via emails,	Document Meetings with: Total University	1. Met with Dean Razzaghi and Mr.	1. UHP students now have borrowing

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

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>Orientation office, and the Division of Enrollment & Student Services units, and High School to University Services to increase the recruitment of students to the UHP. (5)</p>	<p>memos, meetings, telephone contacts, etc.) and distribute brochures or other materials.</p>	<p>Experience; High School Honors Programs, Directors, or Principals; Vice-President of Student Enrollment; Dean of Admissions by May 31, 2007</p>	<p>Bill Morris to get enhanced borrowing privileges for Honors Students.</p> <ol style="list-style-type: none"> 2. Met with Dean Razzaghi of the University Library and established a University Honors Program Study Area in the Library. 3. Met with Marilyn Haggerty and Ann Thadeus. 4. Met with Vice President of Enrollment and Student Services. 5. Met with Rocky Lozano in the development of a new brochure for the Honors Program. 6. Outreach to other programs and area high schools. 	<p>privileges in the library equivalent to graduate students.</p> <ol style="list-style-type: none"> 2. There is now a University Honors Program Study Area on the 4th floor of the library. 3. Presentation for the AME advisors. Presented new requirements of the UHP and the desire to expand and increase the program. 4. Discovered possible options for development of UHP with assistance from the Division of Enrollment and Student Services: availability of scholarships and possibility of having an UHP Honors floor as part of the dorm structure. 5. Developed a new brochure.

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

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?)
				6. Spoke at the “Total University Experience.” 2/9/07 Spoke at the Nikki Rowe High School National Honors Society Induction Ceremony
Maintain contact with South Texas College Honors Program. (6)	Meet with STC Honors Program Director 4 times per year	Submit a report of meetings with STC Honors Program Director to the Honors Council documenting four meetings per year	Met with Mr. Tony Ramirez, STC Honors Program Director on	Initiated discussion regarding a possible articulation agreement for the extent and scope of transfer of credits in honors from STC Honors Program to the UHP.
Update web site for UHP. (7)	Develop updated web site by April 2007	100% of web site will be updated and operating by April 28, 2007	Updated web site. Web site developed by Ms. Barbara Olsafsky. The web site is posted	Including PDF files for applications. Links to other sites within the web page. List faculty (including photograph and research interests) that teach Honors Classes or that assist in Honors Theses.
Charter a new Honor Society affiliated with the UHP to promote service, leadership and character. (8)	Complete process for approval of new Honor Society by April 28, 2007	Honors Society Chartered by May 31, 2007	The Honors Society Eta Omicron Nu was created in January of 2007 and an executive committee was established.	Employed HON to promote the Honors Program at Bronc Festivities

UTPA Goal:

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards

Academic Affairs Objective:

Ensure information flow to meet stakeholders' needs at all levels.

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

College/AVP Objective:

Provide high quality Undergraduate Academic services to students;
Streamline procedures to enhance the effectiveness and efficiency of OUGS

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?)
Initiate a monthly UHP newsletter for our students, faculty mentors, and University community. (9)	Develop a UHP newsletter for the University community by February 2007	Distribution of two electronic issues of the UHP newsletter by May 31, 2007	Created a UHP Newsletter. Only one was published.	We had a student hired as a wage employee for approximately two weeks who assisted with initial newsletter. We were unable to contract another student for this assistance.
Maintain student information data bases on scores, graduation, post-graduation plans, time to graduation, etc. (10)	Develop data base guidelines and storage procedures	Approval of data base guidelines and storage procedures reflected in minutes of an Honors Council Meeting by May 31, 2007	Was unable to initiate this process in the spring of 2007.	Intent to develop such a data base during 2007-2008 academic year.
Increase the number of courses being offered for AY-2006-2007. (11)	Obtain approval from Honors Council to increase Honors Student requirements to include four upper divisions courses (one writing/research course mandatory)	Approval reflected in minutes of an Honors Council meeting to increase Honors Student requirements to include four upper divisions courses (one writing/research course mandatory) by May 31, 2007	There was no opportunity to increase the number of courses being offered for the AY-2006-2007 year due to the mid-term arrival of Dr. Buckman as UHP Director; however, the Honors Council gave the okay to Dr. Buckman for the development of Upper Division Honors Courses. An ad hoc committee composed of Dr. Dora Saavedra, Dr. Jerry Polinard, and Dr. Scott Gunn will make initial screening before classes suggestions go to	Process was initiated. Courses have been solicited. Expect identification of courses to be forwarded to the University Curriculum Committee.

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

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?)
			University Honors Council.	