

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

**Department of Curriculum & Instruction**

**Annual Action Plan  
Annual Assessment Report**

**June 2007 – May 2008**

**\*Student Learning Outcomes for this department are available at  
<http://www.ie.utpa.edu/CoBALearningOutcomes.htm>**



Annual Action Plan: June 1, 2007–May 31, 2008

Unit: **Department of Curriculum and Instruction**

**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: **Maria Elena Reyes**

**Unit Mission:**  
The mission of the College of Education at the University of Texas-Pan American is to continually improve the educational process in the College and the community through teaching, research, and service. The College values the rich cultural and linguistic history of the international border area and directs its program and course offerings toward the preparation of professionals for an increasingly diverse population of learners.

**UTPA Goal:** Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion. Academic Affairs will incorporate principles of continuous quality improvement processes to implement this goal.

**Academic Affairs Objective:** 1.A. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to improve continuance as measured in the key outcome measures associated with student in continuance degree programs.

**College/AVP Objective:** The College of Education (COE) will establish a systematic methodology for collecting, reporting, benchmarking and improving continuance in degree programs in the College as measured by the outcomes measures associated with continuance of students (graduation, retention, persistence).

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Unit Objective	Measurable Outcomes and Criteria for Unit Objective	Strategy(ies) to Achieve Unit Objective	Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
<p>Support establishment of a systematic methodology for collecting, reporting, benchmarking and improving continuance in degree programs in the College as measured by graduation, retention and persistence outcome rates.</p>	<p>Increase of 3% in graduation rates for majors in each program as compared to benchmark year.</p> <p>Increase of 3% in retention rate for majors in each program as compared to the previous year.</p> <p>Increase of 3% in persistence rate for majors in each program as compared to the previous year.</p>	<p>Assist in developing database to track graduation, retention and persistence data for majors in each department in the COE.</p> <p>Outline yearly graduation, retention and persistence targets for majors in each program.</p> <p>Support comparison of institutional data collected for with national data.</p> <p>Provide necessary data for a report summarizing the analysis, synthesis and evaluation of data.</p> <p>Set targets for the next year for each program.</p> <p>Develop strategies for improvement in each measure for each program.</p>	<p>Assist in collecting data for the previous years and set benchmarks for AY 2007-2008.</p> <p>At the end of the academic year, will collect data for AY 2007-2008</p> <p>Participate in analyzing data by comparing AY 2007-2008 to the benchmarks set.</p> <p>Report the results of the analysis on the Annual Assessment Reports.</p> <p>Using results, program coordinators will initiate and plan for improvements for AY 2008-2009.</p>	<p>Assistance of the COE Assessment Office staff</p>

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

**Academic Affairs Objective:** 1.B. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and improving of the key outcome measures associated with enhancing student learning outcomes (SLO).

**College/AVP Objective:** The COE will establish a systematic methodology for collecting, reporting, benchmarking and improving of key outcome measures associated with enhancing student learning outcomes.

Unit Objective	Measurable Outcomes and Criteria for Unit Objective	Strategy(ies) to Achieve Unit Objective	Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Establish a systematic methodology for collecting, reporting, benchmarking and improving of key outcome measures associated with enhancing student learning outcomes	<p>70% of students in all programs will attain pass rates on certification and/or licensure exams that meet or exceed benchmarks set by the programs.</p> <p>As appropriate or necessary, each program coordinator will submit revisions in curriculum and/or assessment procedures.</p>	<p>Analyze results of AY 2006-2007 SLO assessment in each program</p> <p>Review, revise and improve the SLO Assessment Plans for majors in each program using results of AY 2006-2007 to improve student success.</p> <p>Set targets (criteria) that improve student success.</p> <p>Analyze and revise programs, curricula and/or assessment procedures, as appropriate, based on assessment results and other evidence.</p>	All students in each program graduating in Fall (December) and Spring (May) will be assessed using multiple means of assessment, including but not limited to, internally or externally developed examinations, capstone courses, portfolios, embedded assessment, and state or national licensure or certification examinations.	Assistance of the COE Assessment Office staff

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

**Academic Affairs Objective:** 1C .The Provost Office will work with the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and improving of the key outcome measures associated with increasing access to our educational programs.

**College/AVP Objective:** The COE will establish a systematic methodology for collecting, reporting, benchmarking and improving of key outcome measures associated with increasing access to our educational programs.

Unit Objective	Measurable Outcomes and Criteria for Unit Objective	Strategy(ies) to Achieve Unit Objective	Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Assist in establishing a systematic methodology for collecting, reporting, benchmarking and improving of key outcome measures associated with increasing access to our educational programs	<p>Increase undergraduate enrollment by 3%</p> <p>Increase graduate enrollment by 2%</p> <p>10% faculty engaged in professional teaching development activities</p>	<p>Assist in developing database for</p> <p>1) programs' enrollment,</p> <p>2) students' involvement in</p> <p>a. research/creative works</p> <p>b. practicum /internships</p> <p>3) faculty engaged in professional teaching development activities</p> <p>Set targets for meeting unit objectives.</p>	<p>Collect data for previous year(s) and set benchmark for 2007-08 enrollment</p> <p>Collect data on the number of graduate students engaged in research activities</p> <p>Collect data on the number of faculty engaged in professional teaching development activities</p>	Assistance of the COE Assessment Office staff

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**UTPA Goal:** **Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship. In Academic Affairs we will focus not only on traditional concepts of research but also how is students' learning is increased through this goal.**

**Academic Affairs Objective:** 2A. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to improve the production and dissemination of scholarly and creative works as measured in the key outcomes measures

**College/AVP Objective:** The COE will establish a systematic methodology for the collection, reporting, benchmarking of scholarly and creative works as measured in the key outcomes measures and improve the production and dissemination of scholarly and creative works.

Unit Objective	Measurable Outcomes and Criteria for Unit Objective	Strategy(ies) to Achieve Unit Objective	Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Will assist in the establishment of a systematic methodology for the collection, reporting, benchmarking of improving the production and dissemination of scholarly and creative works (journal article publications, presentations, book chapters, and books).	<p>50% of COE tenured or tenure track faculty will publish a refereed journal article or a book chapter or book.</p> <p>60% of COE tenured or tenure track faculty will present at a state, multi-state, national, or international conference</p> <p>50% of Assistant Professors will publish refereed/juried articles in journals and/or a chapter in a book</p> <p>60% of Associate Professors will publish refereed/juried articles in journals and/or a chapter in a book</p>	<p>Assist in the development of a database for the collection and reporting of:</p> <p>1) refereed/juried works in journals,</p> <p>2) number of state, multi-state, national, and international presentations by faculty and students, and</p> <p>3) number of books/book chapters by faculty and students</p> <p>4) the percent of tenured/tenure track faculty contributing scholarly works –by rank</p>	Assist in the data collection (scholarly, creative work and presentations) for the previous years and will set benchmarks for AY 2007-2008	<p>Assistance of the COE Assessment Office staff</p> <p>Support and assistance of the Dean and Provost in meeting unit objectives of research activities</p>

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**UTPA Goal:** **Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship. In Academic Affairs we will focus not only on traditional concepts of research but also how is students' learning is increased through this goal.**

**Academic Affairs Objective:** 2B. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to improve acquisition of external funds as measured in the key outcomes measures.

**College/AVP Objective:** The COE will establish a systematic methodology for the collection, reporting, benchmarking to improve the acquisition of external funds as measured in the key outcomes measures.

Unit Objective	Measurable Outcomes and Criteria for Unit Objective	Strategy(ies) to Achieve Unit Objective	Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Assist in the establishment of a systematic methodology for the collection, reporting, acquisition of external funds as measured by key outcomes measures	<p>Increase number of funded grants by having a minimum of 1 additional funded grant than the previous year.</p> <p>Total amount of grant funds will increase by 5%.</p> <p>Total number of new projects submitted for funding will increase by 20%.</p>	<p>Assist in the development of a database for the collection and reporting of:</p> <ol style="list-style-type: none"> <li>1) # of projects submitted for funding and % that are funded</li> <li>2) # and amount of funded research/works by faculty and students</li> <li>3) # of active intra and/or inter collaborative projects</li> <li>4) students actively participating in funded and unfunded research projects</li> </ol>	Collect data (number and amount of funded and non-funded projects) for the previous years and set benchmarks for AY 2007-2008.	Assistance of the COE Assessment Office staff

**UTPA Goal:** Enhance UTPA’s engagement with the community to meet challenges and maximize opportunities. In Academic Affairs, we consider “community” to be the community at large, including local, state, national, and international governmental and non-governmental organizations.

**Academic Affairs Objective:** 3 A. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to increase credit and non-credit offerings as measured in the key outcome measures.

**College/AVP Objective:** The COE establish a systematic methodology for the collection, reporting, benchmarking to increase credit and non-credit offerings as measured in the key outcome measures.

Unit Objective	Measurable Outcomes and Criteria for Unit Objective	Strategy(ies) to Achieve Unit Objective	Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Assist in establishing a systematic methodology for the collection, reporting, benchmarking in order to increase credit and non-credit offerings as measured in the key outcome measures	5% of the classes offered will be alternatively scheduled.  The number of students who are in non-degree programs will increase by 5%.	Assist in the development of a database to track the number of alternatively scheduled academic offerings (weekend, online courses, WebCT, ELC, Hybrid, Reduced Seating Time) and the number of students who are in non- degree programs	Collect data (number of classes to be offered on alternatively schedules) for the previous years and will set benchmarks for AY 2007-2008.  Collect data on number of students enrolled in non-degree programs.	Assistance of the COE Assessment Office staff

**UTPA 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:** 4A. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to improve the pool of qualified applicants as measured in the key outcome measures.

**College/AVP  
Objective:**

The COE establish a systematic methodology for the collection, reporting, benchmarking and to improve the pool of qualified applicants as measured in the key outcome measures.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Assist in establishing a systematic methodology for the collection, reporting and benchmarking to improve the pool of qualified applicants,	Assist in the development of a database to track  1) number of applicants to teacher preparation by program and/or discipline  2) number of students admitted into teacher preparation by discipline area  3) number of teacher certifications awarded by discipline area .	Increase number of applications to teacher preparation by 5%.  Increase number of students admitted into teacher preparation programs by 5%.  Increase number of teachers obtaining certification by 5%.	Collect data for previous years and set benchmarks for AY 2007-2008	Assistance of the COE Assessment Office staff

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**UTPA Goal:**

**Optimize institutional effectiveness and efficiency consistent with high quality organization standards**

**Academic  
Affairs  
Objective:**

5A. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to optimize offerings through careful planning as measured in the key outcome measures.

**College/AVP  
Objective:**

The COE optimize offerings through careful planning as measured in the key outcome measures.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Optimize offerings through careful planning as measured in the key outcome measures	Department Chair will submit a two year schedule by January 2008.  Minimize number of classes that are not funded due to size.	Develop a 2-year master schedule for FY09 & FY10	A report will be submitted to the Dean on the number of sections taught by tenured/tenure track, lecturers and part time faculty.  Monitor percentage of classes that were not funded due to size by college and department.	None

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**UTPA Goal:**

**Optimize institutional effectiveness and efficiency consistent with high quality organization standards**

**Academic  
Affairs  
Objective:**

6B. The Provost Office will support the Colleges (and departments) to establish a systematic methodology for the collection, reporting, benchmarking, and to recruit and retain quality faculty as measured in the key outcomes measures

**College/AVP  
Objective:**

The COE recruit and retain quality faculty as measured in the key outcomes measures.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Assist in establishing a systematic methodology for the collection, reporting and benchmarking to recruit and retain quality faculty as measured in the key outcomes measures	100% of all initial offers will be made by Feb. 15 <sup>th</sup> .  85% of all advertised lines will be filled.  COE will retain 90% of the faculty employed at UTPA for less than 5 years.	Will assist in developing a database to track the recruitment and retention of faculty.  COE will successfully fill all advertised lines.  All faculty members employed less than 5 years at UTPA will be retained.	Percentage of initial offers made by Feb. 15 <sup>th</sup> .  Percentage of positions filled by May 31, 2008.  Percentage of faculty with less than 5 years at UTPA who have not resigned by June 15 <sup>th</sup> .	May need the assistance of the staff in the COE Assessment Office

# AES FY08 Assessment Results Report

## UTPA

### Dept - Curriculum & Instruction

**Unit Mission:** The mission of the College of Education at the University of Texas-Pan American is to continually improve the educational process in the College and the community through teaching, research, and service. The College values the rich cultural and linguistic history of the international border area and directs its program and course offerings toward the preparation of professionals for an increasingly diverse population of learners.

**Unit Head:** Irma Guadarrama

**College:** College of Education

**Division:** Division of Academic Affairs

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Dept - Curriculum &amp; Instruction - Degree programs- Systematic Methodology - Support establishment of a systematic methodology for collecting, reporting, benchmarking and improving continuance in degree programs in the College as measured by graduation, retention and persistence outcome rates.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Assist in developing database to track graduation, retention and persistence data for majors in each department in the COE.</p>	<p><b>Assessment Method:</b> 1a. Assist in collecting data for the previous years and set benchmarks for AY 2007-2008. 1b. At the end of the academic year, will collect data for AY 2007-2008 1c. Participate in analyzing data by comparing AY 2007-2008 to the benchmarks set. 1d. Report the results of the analysis on the Annual Assessment Reports.</p>	<p>10/23/2008 - The 4-year graduation rate for 2004 entering freshmen cohort was 5.9%. The 5-year graduation rate for 2003 entering freshmen cohort was 25.9%. The 6-year graduation rates for the Fall 2002 entering freshmen cohort was 43.6%. The one-year retention rate for the fall 2006 entering freshmen cohort (elementary education students) was 73.9%. The one-year retention rate for the fall 2007 entering freshmen cohort for interdisciplinary studies students was 76.2%.</p> <p><b>Result Type:</b> Inconclusive <b>Next Step:</b> Add New Strategy</p>	<p>10/23/2008 - The Department will analyze and assess the historical trends in graduation rates beginning Fall 2002 through Fall 2005. This strategy will be ongoing and will contribute to any program changes and other decisions.</p>
<p>2. Outline yearly graduation, retention and persistence targets for majors in each program. 3. Support comparison of institutional data collected for with national data. 4. Provide necessary data for a report</p>	<p>1e. Using results, program coordinators will initiate and plan for improvements for AY 2008-2009.</p> <p><b>Criterion for Success:</b> Increase of 3% in graduation rates for majors in each program as compared to benchmark year. Increase of 3% in retention rate for majors in each program as compared to the previous year. Increase of 3% in persistence rate for majors in each program as compared to the</p>	<p>08/22/2008 - Data has been collected thus far: <b>Result Type:</b> Inconclusive <b>Next Step:</b> Continue Current Strategy(s)</p>	<p>08/22/2008 - As a result of the data, the following action was implemented:</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>summarizing the analysis, synthesis and evaluation of data.</p> <p>5. Set targets for the next year for each program.</p> <p>6. Develop strategies for improvement in each measure for each program.</p>	<p>previous year.</p>	<p>10/23/2008 - The 4-year graduation rate for 2004 entering freshmen cohort was 5.9%. The 5-year graduation rate for 2003 entering freshmen cohort was 25.9%. The 6-year graduation rates for the Fall 2002 entering freshmen cohort was 43.6%. The one-year retention rate for the fall 2006 entering freshmen cohort (elementary education students) was 73.9%. The one-year retention rate for the fall 2007 entering freshmen cohort for interdisciplinary studies students was 76.2%.</p> <p><b>Result Type:</b> Inconclusive</p> <p><b>Next Step:</b> Add New Strategy</p> <hr/> <p>08/22/2008 - Data has been collected thus far:</p> <p><b>Result Type:</b> Inconclusive</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/23/2008 - The Department will analyze and assess the historical trends in graduation rates beginning Fall 2002 through Fall 2005. This strategy will be ongoing and will contribute to any program changes and other decisions.</p> <hr/> <p>08/22/2008 - As a result of the data, the following action was implemented:</p> <hr/>
<p>Dept - Curriculum &amp; Instruction - Educational Programs - Systematic Methodology - Assist in establishing a systematic methodology for collecting, reporting, benchmarking and improving of key outcome measures associated with increasing access to our educational programs</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Assist in developing database for:</p>	<p><b>Assessment Method:</b> 1a. Collect data for previous year(s) and set benchmark for 2007-08 enrollment 1b. Collect data on the number of graduate students engaged in research activities</p> <p><b>Criterion for Success:</b> Increase undergraduate enrollment by 3% and Increase graduate enrollment by 2%</p>	<p>10/23/2008 - In fall 2007, there were 1,601 undergraduates enrolled; in fall 2007, there were 1,489 undergraduates enrolled. In fall 2006 there were 204 Master's students enrolled; during the same period, there were 175 Master's students enrolled.</p> <p>In spring 2007, there were 1,488 undergraduates enrolled; in spring 2008, there were 1,406 undergraduates enrolled. In spring 2007, there were 148 Master's students enrolled, and in spring 2008, there were 170 Master's students enrolled.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Next Step:</b> Add New Strategy</p>	<p>10/23/2008 - The data indicate a slight but definite, historical decline in enrollment numbers in both the undergraduate and Master's programs. Current efforts to improve enrollment figures include: 1) reorganize and plan advisement strategies to better meet students' needs; 2) provide timely and accurate information to staff, faculty, and students regarding programmatic changes, degree plan courses and sequencing; 3) reorganize C&amp;I office so that information regarding programmatic changes and course offerings are readily available to students; 4) improved efforts to coordinate and streamline communication between the offices</p> <hr/>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>* programs? enrollment * students? involvement in research/creative works; practicum /internships * faculty engaged in professional teaching development activities</p> <p>2. Set targets for meeting unit objectives.</p>	<p><b>Assessment Method:</b> 2a. Collect data on the number of faculty engaged in professional teaching development activities</p> <p><b>Criterion for Success:</b> 10% faculty engaged in professional teaching development activities</p>		<p>of C&amp;I, Field Experiences, and Certification and Admissions, and the AIMS Center.</p>
<p>Dept - Curriculum &amp; Instruction - SLO's - Systematic Methodology - Establish a systematic methodology for collecting, reporting, benchmarking and improving of key outcome measures associated with enhancing student learning outcomes</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Analyze results of AY 2006-2007 SLO assessment in each program</p> <p>2. Review, revise and improve the SLO Assessment Plans for majors in each program using results of AY 2006-2007 to improve student success.</p>	<p><b>Assessment Method:</b> 1a. All students in each program graduating in Fall (December) and Spring (May) will be assessed using multiple means of assessment, including but not limited to, internally or externally developed examinations, capstone courses, portfolios, embedded assessment, and state or national licensure or certification examinations.</p> <p><b>Criterion for Success:</b> 70% of students in all programs will attain pass rates on certification and/or licensure exams that meet or exceed benchmarks set by the programs.</p> <p>As appropriate or necessary, each program coordinator will submit revisions in curriculum and/or assessment procedures.</p>	<p>10/23/2008 - Based on TEA data, final pass rates for 2007 were 1) for EC 4 Generalist the rate was 98.2%; 2); for the EC 4 bilingual generalist the rate was 95.2%. 100% of programs met the required state standard.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/24/2008 - The Department of C&amp;I will work in conjunction with the TExES coordinator who will be hired by January 2009 to improve the test scores by students taking the TExES the first time.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>3. Set targets (criteria) that improve student success.</p> <p>4. Analyze and revise programs, curricula and/or assessment procedures, as appropriate, based on assessment results and other evidence.</p>			
<p>Dept - Curriculum &amp; Instruction - Acquisition of external funds - Systematic Methodology - Assist in the establishment of a systematic methodology for the collection, reporting, acquisition of external funds as measured by key outcomes measures</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Assist in the development of a database for the collection and reporting of: * # of projects submitted for funding and % that are funded * # and amount of funded research/works by faculty and students * # of active intra and/or inter collaborative projects * students actively participating in funded and unfunded research projects</p>	<p><b>Assessment Method:</b> 1a. Collect data (number and amount of funded and non-funded projects) for the previous years and set benchmarks for AY 2007-2008.</p> <p><b>Criterion for Success:</b> Increase number of funded grants by having a minimum of 1 additional funded grant than the previous year.</p> <p>Total amount of grant funds will increase by 5%.</p> <p>Total number of new projects submitted for funding will increase by 20%.</p>	<p>10/24/2008 - The C&amp;I faculty received a major four-year grant from the U.S. D.O.E. in 2007.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Add New Strategy</p>	<p>10/24/2008 - The C&amp;I faculty will be strongly encouraged to submit proposals to procure funds for educational projects benefitting K-12 schools in the Rio Grande Valley. The C&amp;I chair will advocate for resources needed to assist faculty in this effort.</p>
<p>Dept - Curriculum &amp; Instruction - Credit and Non-credit offerings - Systematic Methodology - Assist in establishing a</p>	<p><b>Assessment Method:</b> 1a. Collect data (number of classes to be offered on alternatively schedules) for the</p>	<p>10/24/2008 - The course offerings for undergraduate education courses are scheduled for both day and evening.</p>	<p>10/24/2008 - Provide the opportunity for non-education students who show an interest in</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
systematic methodology for the collection, reporting, benchmarking in order to increase credit and non-credit offerings as measured in the key outcome measures	previous years and will set benchmarks for AY 2007-2008.  <b>Criterion for Success:</b> 5% of the classes offered will be alternatively scheduled.	<b>Result Type:</b> Criterion Met <b>Next Step:</b> Continue Current Strategy(s)	the middle school, high school, or all-level programs to take a foundation of education course.
<b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011 <b>Start Date:</b> 09/01/2008 <b>Outcome Status:</b> Active/Ongoing <b>Strategies:</b> 1. Assist in the development of a database to track the number of alternatively scheduled academic offerings (weekend, online courses, WebCT, ELC, Hybrid, Reduced Seating Time) and the number of students who are in non-degree programs	<b>Assessment Method:</b> 2a. Collect data on number of students enrolled in non-degree programs. <b>Criterion for Success:</b> The number of students who are in non-degree programs will increase by 5%.	10/24/2008 - Plans are made to offer pre-block courses that may be taken by non-education students or by students contemplating education as their major. <b>Result Type:</b> Criterion Met <b>Next Step:</b> Add New Strategy	10/24/2008 - The Department chair will work with a committee to examine the course offerings for non-education students who are interested in education.
Dept - Curriculum & Instruction - Scholarly and creative works - Systematic Methodology - - Will assist in the establishment of a systematic methodology for the collection, reporting, benchmarking of improving the production and dissemination of scholarly and creative works (journal article publications, presentations, book chapters, and books).  <b>Outcome Types:</b> Administrative - Fiscal Year 2008 <b>Start Date:</b> 09/01/2008 <b>Outcome Status:</b> Active/Ongoing <b>Strategies:</b> 1. Assist in the development of a database for the collection and reporting of:	<b>Assessment Method:</b> 1a. Assist in the data collection (scholarly, creative work and presentations) for the previous years and will set benchmarks for AY 2007-2008 <b>Criterion for Success:</b> 50% of COE tenured or tenure track faculty will publish a refereed journal article or a book chapter or book.  60% of COE tenured or tenure track faculty will present at a state, multi-state, national, or international conference  50% of Assistant Professors will publish refereed/juried articles in journals and/or a chapter in a book  60% of Associate Professors will publish refereed/juried articles in journals and/or a	10/24/2008 - 56% of tenured/tenure track faculty in the Department of C&I published a refereed article, book chapter, or book. 88% of tenured/tenure track faculty in the Department of C&I presented at international, national, multi-state/regional, or state conferences. <b>Result Type:</b> Criterion Met <b>Next Step:</b> Continue Current Strategy(s) <b>Resources Needed - Travel:</b> To maintain or increase this level of productivity, additional travel funds are required.	10/24/2008 - The tenured/tenure track C&I faculty and Department Chair with the support of the COE Dean will establish a supportive environment for faculty to maintain or increase the level of productivity in scholarship and publication.

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>* refereed/juried works in journals</p> <p>* number of state, multi-state, national, and international presentations by faculty and students</p> <p>* number of books/book chapters by faculty and students</p> <p>* the percent of tenured/tenure track faculty contributing scholarly works by rank</p>	<p>chapter in a book</p>	<p>10/24/2008 - 56% of tenured/tenure track faculty in the Department of C&amp;I published a refereed article, book chapter, or book. 88% of tenured/tenure track faculty in the Department of C&amp;I presented at international, national, multi-state/regional, or state conferences.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p> <p><b>Resources Needed - Travel:</b> To maintain or increase this level of productivity, additional travel funds are required.</p>	<p>10/24/2008 - The tenured/tenure track C&amp;I faculty and Department Chair with the support of the COE Dean will establish a supportive environment for faculty to maintain or increase the level of productivity in scholarship and publication.</p>
<p>Dept - Curriculum &amp; Instruction - Pool of Qualified Applicants - Systematic Methodology - Assist in establishing a systematic methodology for the collection, reporting and benchmarking to improve the pool of qualified applicants,</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b></p> <p>1. Increase number of applications to teacher preparation by 5%.</p> <p>2. Increase number of students admitted into teacher preparation programs by 5%.</p> <p>3. Increase number of teachers obtaining certification by 5%.</p>	<p><b>Assessment Method:</b> 1a. Collect data for previous years and set benchmarks for AY 2007-2008</p> <p><b>Criterion for Success:</b> Assist in the development of a database to track</p> <p>1) number of applicants to teacher preparation by program and/or discipline</p> <p>2) number of students admitted into teacher preparation by discipline area</p> <p>3) number of teacher certifications awarded by discipline area .</p>		

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Dept - Curriculum &amp; Instruction - Optimize offerings - Optimize offerings through careful planning as measured in the key outcome measures</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b></p>	<p><b>Assessment Method:</b> 1a. A report will be submitted to the Dean on the number of sections taught by tenured/tenure track, lecturers and part time faculty</p> <p><b>Criterion for Success:</b> Department Chair will submit a two year schedule by January 2008.</p>	<p>10/24/2008 - Two-year schedules in the middle school, high school, and all-level program were submitted to the Dean. Two-year plans for the elementary program were not submitted due to major program modification that required various levels of approval. Two-year plans for all programs will be submitted by January 2009.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/24/2008 - The C&amp;I faculty will know the course offerings on a two-year rotation schedule and thus will be able to more effectively plan the courses in their programs.</p>
<p>1. Develop a 2-year master schedule for FY09 &amp; FY10</p>	<p><b>Assessment Method:</b> 2a. Monitor percentage of classes that were not funded due to size by college and department.</p> <p><b>Criterion for Success:</b> Minimize number of classes that are not funded due to size.</p>	<p>10/24/2008 - A strong effort was made to reduce the number of classes that don't meet the minimum enrollment criteria.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/24/2008 - A standard was established to be followed in the process of finalizing the schedule in the unit.</p>
<p>Dept - Curriculum &amp; Instruction - Recruit and Retain Quality Faculty - Systematic Methodology - Assist in establishing a systematic methodology for the collection, reporting and benchmarking to recruit and retain quality faculty as measured in the key outcomes measures</p>	<p><b>Assessment Method:</b> 1a. Percentage of initial offers made by Feb. 15th.</p> <p><b>Criterion for Success:</b> 100% of all initial offers will be made by Feb. 15th.</p>	<p>10/24/2008 - One position in C&amp;I was successfully completed.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/24/2008 - The protocol established in following the early recruitment and selection of faculty will be continued.</p>
<p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b></p>	<p><b>Assessment Method:</b> 2a. Percentage of positions filled by May 31, 2008.</p> <p><b>Criterion for Success:</b> 85% of all advertised lines will be filled.</p>	<p>10/24/2008 - One position successfully filled.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/24/2008 - An effort will be made in all recruitment of new faculty to ensure the appropriateness in the selection.</p>
<p>1. Will assist in developing a database to track the recruitment and retention of faculty.</p> <p>2. The Department of C&amp;I will successfully fill all advertised lines.</p>	<p><b>Assessment Method:</b> 3a. Percentage of faculty with less than 5 years at UTPA who have not resigned by June 15th.</p> <p><b>Criterion for Success:</b> COE will retain 90% of the faculty employed</p>	<p>10/24/2008 - The Department of C&amp;I has retained all faculty members in 2007-2008.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/24/2008 - The Department of C&amp;I faculty and chair will fine tune the criteria for recruiting and selecting new faculty to ensure that the selected faculty members will become successful and</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
3. All faculty members employed less than 5 years at UTPA will be retained.	at UTPA for less than 5 years.		productive members of the department, the university, and the community.