

Administrative and Educational Support Report*

EdD in Educational Leadership Program

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: September 1, 2007–May 31, 2008

Unit: Educational Leadership Doctoral 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: Marie Simonsson

Unit Mission: The mission of the doctoral program in Educational Leadership in the College of Education at the University of Texas Pan American is to firmly establish the doctoral program as a viable, high-quality program that serves student populations in the area. The Doctor of Education, Ed.D., emphasizes preparation for leadership careers in a variety of educational settings.

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 College (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)

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
Refine the student advisement process and track student progress toward degree completion	<p>Provide training for faculty that is eligible to serve as academic advisors, chairs and mentors of dissertation committees.</p> <p>Contact all students regarding their progress toward degree completion.</p>	<p>Training sessions will be offered for program information and research guidance by May 31, 2008.</p> <p>Letter will be sent to all students by November 1, 2007.</p>	<p>Feedback via discussions among the faculty.</p> <p>Charts of student progress.</p>	None

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	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Align courses and faculty expertise.	Facilitate faculty discussions regarding expertise.	Develop course schedules that make excellent use of faculty expertise.	Student evaluations of course and instructor. Evidence of research and service.	NONE

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	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Increase student scholarship.	Collaborate and guide doctoral students in scholarly endeavors.	Number of papers presented at conferences, publications, etc.	Students in the program will submit evidence of scholarly endeavors from the previous year.	NONE

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	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Build working relationships with schools and community at large through programmatic mechanisms.	Meet with the newly created Educational Leadership Advisory Board that will be initiated by the Educational Leadership Department.	One meeting before May 31, 2008	Records and minutes of meeting.	Refreshments

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
Implement the COE systematic methodology for the collection, reporting and benchmarking to improve the pool of qualified applicants for Master Programs in the Department of Educational Psychology,	Develop a database to track 1) number of applicants by program and/or discipline 2) number of students admitted by Program area 3) number of certifications and/or licensures awarded by Program area -	Increase the number of applications across all Masters Programs by 5%. Maintain faculty/student ratio to meet National Standards to ensure success. Increase the number of students obtaining certification and/or Licensure by 5%.	Each program in the Department, if applicable, will collect data (#) for previous years and will set benchmarks for AY 2007-2008	None

AES FY08 Assessment Results Report

UTPA

Dept - EdD in Educational Leadership

Unit Mission: The mission of the doctoral program in Educational Leadership in the College of Education at the University of Texas Pan American is to firmly establish the doctoral program as a viable, high-quality program that serves student populations in the area. The Doctor of Education, Ed.D., emphasizes preparation for leadership careers in a variety of educational settings.

Unit Head: Marie Simonsson

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 - EdD in Educational Leadership - Student Advisement Process - Refine the student advisement process and track student progress toward degree completion</p> <p>Outcome Types: Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p>Start Date: 06/01/2007</p> <p>Outcome Status: Active/Ongoing</p> <p>Strategies: 1. Provide training for faculty that is eligible to serve as academic advisors, chairs and mentors of dissertation committees. 2. Contact all students regarding their progress toward degree completion.</p>	<p>Assessment Method: a. Feedback via discussions among the faculty.</p> <p>Criterion for Success: a. Training sessions will be offered for program information and research guidance by May 31, 2009.</p>	<p>09/17/2008 - Research guidance training session took place on February 22, 2008. Feedback indicated that all academic advisement will stay within the EDUL department. No group training sessions, only individual consultancies have been held for EDUL faculty.</p> <p>Result Type: Criterion Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>10/03/2008 - Records of participants will be kept. Inexperienced faculty will be encouraged to participate in ongoing mentoring, serve on dissertation committees (if asked), and co-chair committees (if asked) once they have full graduate faculty status.</p>
<p>Dept - EdD in Educational Leadership - Align courses and faculty expertise. (Copy) - Align courses and faculty expertise.</p>	<p>Assessment Method: Charts of student progress</p> <p>Criterion for Success: Letter will be sent to all students by November 1, 2008.</p>	<p>09/17/2008 - We have the progress data, but have not disseminated the results in a chart.</p> <p>Result Type: Criterion Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>10/03/2008 - Results will be used to estimate student's degree completion date and also in academic advisement.</p>
<p>Dept - EdD in Educational Leadership - Align courses and faculty expertise. (Copy) - Align courses and faculty expertise.</p> <p>Outcome Types: Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p>Start Date:</p>	<p>Assessment Method: Analyze teaching preference survey administered AY2007-2008 along with evidence of research and service.</p> <p>Criterion for Success: Develop course schedules that make excellent use of faculty expertise.</p>		

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>06/01/2007</p> <p>Outcome Status: Active/Ongoing</p> <p>Strategies: 1. Facilitate faculty discussions regarding expertise.</p>			
<p>Dept - EdD in Educational Leadership - Increase student scholarship. - Increase student scholarship</p> <p>Outcome Types: Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p>Start Date: 06/01/2007</p> <p>Outcome Status: Active/Ongoing</p> <p>Strategies: 1. Collaborate and guide doctoral students in scholarly endeavors.</p>	<p>Assessment Method: Students in the program will submit evidence of scholarly endeavors from the previous year.</p> <p>Criterion for Success: Number of papers presented at conferences, publications, etc.</p>	<p>09/17/2008 - Four doctoral students presented 12 presentations at conferences as co-presenters or individually. None of the students published.</p> <p>Result Type: Criterion Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>10/03/2008 - This information will be used in our recruitment efforts.</p> <hr/> <p>10/03/2008 - This will serve as documentation for historical purposes.</p>
<p>Dept - EdD in Educational Leadership - Build relationships with schools and community - Build working relationships with schools and community at large through programmatic mechanisms.</p> <p>Outcome Types: Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p>Start Date: 06/01/2007</p> <p>Outcome Status: Active/Ongoing</p> <p>Strategies: 1. Meet with the newly created Educational Leadership Advisory Board that will be initiated by the Educational Leadership Department.</p>	<p>Assessment Method: Records and minutes of meeting.</p> <p>Criterion for Success: One meeting before May 31, 2009</p>	<p>09/17/2008 - Not met.</p> <p>Result Type: Criterion Not Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>10/03/2008 - The doctoral program has an inactive advisory committee, but the purpose of it is not clear to any of our department faculty.</p>
<p>Dept - EdD in Educational Leadership - Align courses and faculty expertise. - Align</p>	<p>Assessment Method: Student evaluations of course and</p>	<p>09/17/2008 - Not completed. Preliminary survey was distributed to find faculty teaching interest</p>	<p>10/03/2008 - We have identified some pairs of faculty that may</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>courses and faculty expertise.</p> <p>Outcome Types: Administrative - Fiscal Year 2008</p> <p>Start Date: 06/01/2007</p> <p>End Date: 09/01/2008</p> <p>Outcome Status: No Longer Desired</p> <p>Strategies: 1. Facilitate faculty discussions regarding expertise.</p>	<p>instructor. Evidence of research and service.</p> <p>Criterion for Success: Develop course schedules that make excellent use of faculty expertise.</p>	<p>areas.</p> <p>Result Type: Criterion Not Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>alternate and teach the same course. We will continue this identification process.</p>