

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

**Department of Educational Leadership**

**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 Educational Leadership

**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. Velma Menchaca

**Unit Mission:** Provide quality Principal and Superintendent Preparation Programs to prepare educational leaders to respond to the needs of students from diverse socioeconomic, cultural, and linguistic environments. To support a maturing doctoral program with capable and distinguished faculty engaged in state of art research. To translate this into a high quality learning environment for faculty students and practitioners.

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

**Academic Affairs Objective:** Review and restructure all educational programs to ensure that students complete their educational goals in a timely fashion.

**College/AVP Objective:** Create mentoring and advising mechanism to keep students on track.

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
Refine the student advisement system to create an individualized focus. Inform students of	Train and educate faculty advisors.	Every faculty advisor will be updated on the most recent program criteria/requirements	100% of students will receive accurate program information during fall 2007 advisement.	None

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

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
the new system.		essential to their specific programs by Dec 31, 2007.		

**UTPA Goal:**

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

**Academic Affairs Objective:**

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

**College/AVP Objective:**

Create an office of graduate studies, research, and faculty development in the college.

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
Align coursework assignments to faculty expertise.	Conduct faculty discussion to identify individual's expertise.  Identify needed faculty expertise for position postings.	Develop class schedules that reflect efficient and effective use in faculty expertise.	Evidence of strong student evaluations for faculty in their areas of expertise.  Evidence of research and service in the faculty members' areas of expertise.	
Create a critical mass of faculty ready to chair and serve on dissertation committees.	Assist faculty to achieve Full Graduate Faculty status.  Train faculty in roles for dissertation involvement.	Mentor department faculty to qualify for Full Graduate Faculty status.	All tenured and tenure-track faculty will have associate and full graduate faculty status by May 31, 2008.	

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

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

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

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

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 mentorship program for new faculty.	Identify senior faculty to serve as mentors and provide mentorship training.	Train identified mentors assigned to serve as mentors for new faculty.	New faculty will report the impact of mentoring through focus group interviews in spring 2008.	

**UTPA Goal:** Collaborative with K-12 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education

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

**College/AVP Objective:** Build working relationships with schools and the community at large through programmatic mechanisms.

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
Continue the working relationships with K-12 schools through Project	Create a Department of Educational Leadership Advisory Board.	By December 31, 2007 an Educational Leadership Advisory	The Educational Leadership Advisory Board will have met once by May 31, 2008.	Resources for meetings Food

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

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
LEAD by establishing an Educational Leadership Advisory Board		Board will be created made up of community and area school district personnel.		

**UTPA Goal:** Collaborative with K-12 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education.

**Academic Affairs Objective:**

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

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
Recruit faculty aligned with identified departmental needs for expertise.	Advertise aggressively in minority publications and web sources for new faculty.	Increase the amount of advertising by 50%	Compare the 2006-07 monies spent on advertisement with 2007-08 monies.	Advertisement money should be reflective of the Department's fair share within the COE.

# AES FY08 Assessment Results Report

## UTPA

### Dept - Educational Leadership

**Unit Mission:** Provide quality Principal and Superintendent Preparation Programs to prepare educational leaders to respond to the needs of students from diverse socioeconomic, cultural, and linguistic environments. To support a maturing doctoral program with capable and distinguished faculty engaged in state of art research. To translate this into a high quality learning environment for faculty students and practitioners.

**Unit Head:** Velma Menchaca

**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 - Educational Leadership - Student Advisement System - Refine the student advisement system to create an individualized focus. Inform students of the new system.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> No Longer Desired</p> <p><b>Strategies:</b> 1. Every faculty advisor will be updated on the most recent program criteria/requirements essential to their specific programs by Dec 31, 2007.</p>	<p><b>Assessment Method:</b> Train and educate faculty advisors.</p> <p><b>Criterion for Success:</b> 100% of students will receive accurate program information during fall 2007 advisement.</p>	<p>08/26/2008 - Ninety percent of the students received first hand advisement through four orientation meetings and a one-to one meeting with the department chair on program information.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>08/26/2008 - The department will begin to admit students via the cohort model. The orientation meetings are the vehicle for this new implementation model.</p>
<p>Dept - Educational Leadership - Align Coursework assignments - Align coursework assignments to faculty expertise.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> No Longer Desired</p>	<p><b>Assessment Method:</b> Conduct faculty discussion to identify individual faculty expertise.</p> <p><b>Criterion for Success:</b> Evidence of strong student evaluations for faculty in their areas of expertise by Using item #11, ?overall rating as an instructor?, and the scale 1-5, the general expectant levels of performance include a the mean of all student evaluations must be</p>	<p>09/05/2008 - 90% of faculty have expertise and experine in the courses they teach. Therefore, faculty receive positive evaluations from students.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as No Longer Desired</p>	<p>09/05/2008 - Faculty are strategically placed in courses and this outcome is not longer desired.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p><b>Strategies:</b> 1. Develop class schedules that reflect efficient and effective use in faculty expertise.</p>	<p>greater than 3.49, or, 80% or greater of all student evaluations must be ?good? or ?excellent?.</p> <hr/> <p><b>Assessment Method:</b> Evidence of research and service in the faculty members' areas of expertise.</p> <p><b>Criterion for Success:</b> Identify needed faculty expertise for position postings.</p>	<p>09/05/2008 - 90% of faculty have expertise and experince in the courses they teach. Therefore, faculty receive positive evaluations from students.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as No Longer Desired</p> <hr/> <p>10/02/2008 - This was not done because the department did not advise for a tenrue track position during 07-08.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>09/05/2008 - Faculty are strategically placed in courses and this outcome is not longer desired.</p> <hr/> <p>10/06/2008 - The department will advertise during 08-09 and will advertise for specfic expertise that is needed in the department.</p>
<p>Dept - Educational Leadership - Dissertation Committees - Create a critical mass of faculty ready to chair and serve on dissertation committees.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> No Longer Desired</p> <p><b>Strategies:</b> 1. Mentor department faculty to qualify for Full Graduate Faculty status.</p>	<p><b>Assessment Method:</b> Assist faculty to achieve Full Graduate Faculty status.</p> <p>Train faculty in roles for dissertation involvement</p> <p><b>Criterion for Success:</b> All tenured and tenure-track faculty will have associate and full graduate faculty status by May 31, 2008.</p>	<p>08/26/2008 - 1. Seven tenured faculty members achieved full graduate status and one assistant professor achieved full graduate status. 2. All tenure-track faculty were mentored every Friday during the reseach writing activities. Mentors have advocated for their tenure track mentees with their research. In some cases, both are published and presenting together.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/02/2008 - Mentoring assistant professors increased their publications. This assisted assistant professors to maintain associate graduate faculty status or gain full graduate status.</p>
<p>Dept - Educational Leadership - Mentoring Program for new faculty - Establish mentorship program for new faculty.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b></p>	<p><b>Assessment Method:</b> New faculty will report the impact of mentoring through focus group interviews in spring 2008.</p> <p><b>Criterion for Success:</b> Identify senior faculty to serve as mentors and provide mentorship training.</p>	<p>09/05/2008 - Three new tenure track faculty received a mentor during 2007-08. The level of mentoring to the new faculty differed from some mentoring to much mentoring. Faculty receiving some mentoring will have a new mentor for 08-09.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b></p>	<p>10/02/2008 - One assistant professor's mentor has been changed based on differences.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>05/31/2008</p> <p><b>Outcome Status:</b> No Longer Desired</p> <p><b>Strategies:</b> 1. Train identified mentors assigned to serve as mentors for new faculty.</p>		<p>Continue Current Strategy(s)</p>	
<p>Dept - Educational Leadership - K-12 Schools - establishing Educational Leadership Advisory Board - Continue the working relationships with K-12 schools through Project LEAD by establishing an Educational Leadership Advisory Board</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> No Longer Desired</p> <p><b>Strategies:</b> 1. By December 31, 2007 an Educational Leadership Advisory Board will be created made up of community and area school district personnel.</p>	<p><b>Assessment Method:</b> The Educational Leadership Advisory Board will have met once by May 31, 2008.</p> <p><b>Criterion for Success:</b> Create a Department of Educational Leadership Advisory Board.</p>	<p>09/05/2008 - This was not done.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/02/2008 - This was not accomplished this year.</p>
<p>Dept - Educational Leadership - Recruit faculty - Recruit faculty aligned with identified departmental needs for expertise.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> No Longer Desired</p>	<p><b>Assessment Method:</b> Advertise aggressively in minority publications and web sources for new faculty.</p> <p><b>Criterion for Success:</b> Faculty hired in needed specialized areas.</p>	<p>09/05/2008 - Eventhough the department did not hire new faculty in 07-08, they will in 08-09. They will utlize the same strategies to meet this objective.</p> <p><b>Result Type:</b> Inconclusive</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/02/2008 - The department will continue to aggressively seek qualified candidates.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>1. Take recruitment materials to conferences.</li> <li>2. Send recruitment advertisements to different universities.</li> <li>3. Make personal contracts to colleagues.</li> </ol>			