

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

## **Public Administration 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: June 1, 2007–May 31, 2008

**Unit:** **Public Administration 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:** Dr. Espiridion "Al" Borrego

**Unit Mission:** The Master of Public Administration is a graduate level of study intended as a professional preparation for public service in governmental agencies at the federal, state, regional, and local levels. Public Administration, both as a scholarly study and a professional program, is interdisciplinary in substance and methodology, borrowing from economics, sociology, psychology, business, industrial engineering, political science, and law.

**UTPA Goal:** 1. Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion

**Academic Affairs Objective:** 1. The Provost's Office will support the Colleges and Departments to establish a systematic methodology for the collection, reporting, benchmarking and improving continuance of students in degree programs as measured by key outcome measures associated with students in continuance degree programs.

**College/AVP Objective:** 1. The College of Social and Behavioral Sciences (CSBS) will assist the departments to establish a systematic methodology for collecting, reporting and benchmarking of the key outcome measures associated with continuance of students (graduation, retention, persistence) and will improve continuance of students in degree programs as measured by these 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 FY07
Increase academic rigor and create a more research centered program in line with NASPAA accreditation standards	Curriculum revision <ul style="list-style-type: none"> <li>Develop student learning outcomes and measurement</li> </ul> Strengthen Internship/applied practical experience to better reflect the linkages between the academic courses and	Curriculum review complete and a proposal for the Graduate Council by Spring 08	Approval by Graduate Council	None

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

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
	professional work			
	Develop a system to track student progress through the program			
With CSBS assistance the departments to establish a systematic methodology for collecting, reporting and benchmarking of the key outcome measures associated with continuance of students (graduation, retention, persistence) and will improve continuance of students in degree programs as measured by these outcomes.	Part of the curriculum revision will be the development of benchmarks with CSBS assistance.	Development of baseline data and the system for tracking of students.	Development of baseline data for the start of the new curriculum.	None

**UTPA Goal:**

**2. Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurships**

**Academic Affairs Objective:**

2. The Provost's Office will support the Colleges and Departments to establish systematic methodology for the collection, reporting, benchmarking, and to improve the production and dissemination of scholarly and creative works as measured by key outcome measures.

**College/AVP Objective:**

2. CSBS will support the departments to establish a systematic methodology for the collection, reporting and benchmarking of the key outcome measures for scholarly productivity and will increase scholarly productivity of its tenured/tenure track faculty as measured by these 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 FY07
Increased research by faculty and students	Encourage faculty – student collaborations Explore community partnerships with groups and	1. Student research projects 2. Papers, panels, presentations prepared for Conferences by faculty and	1. Number of papers, panels, presentations submitted 2. Number of papers, panels, presentations accepted	Conference participation will always be limited by travel funds

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

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
	institutions related to faculty/student research	students		
Increased transborder research	Work with Mexican Consulate to identify opportunities for faculty/student research	Have at least 2 student transborder research projects	Joint project with Mexican Consulate and other Mexican institutions/ governments	TBD

UTPA Goal:

**3. Enhance UTPA'S engagement with the community to meet challenges and maximize opportunities**

Academic Affairs Objective:

3. 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 course offerings as measured in the key outcome measures.

College/AVP Objective:

3. CSBS will assist departments in establishing a systematic methodology for collecting, reporting and benchmarking of key outcome measures for credit and non-credit course offerings and will increase credit and non-credit course offerings as measured by these 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 FY07
Continue involvement with Urban County Leadership Conference	Conduct Open Meeting and Public Records certification training for the 208 Urban County Leadership Conference	Workshop is conducted	Assessment by participants on usefulness of workshops	TBD
Work with local governments to identify internship opportunities for students.	Meet with local officials to develop internships	Number of internships developed	Students satisfactorily complete internships and assessment provided by appropriate officials of agency	TBD
Faculty involvement in national organizations	Encourage faculty to become involved in national	Number of faculty holding office in professional	The number of faculty holding positions or being involved in	This will always be limited by travel funds.

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

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
	organizations	organizations and conference activities	conference activities	

UTPA Goal:

**5. Infuse inter-American and global perspectives throughout the University community.**

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Academic  
Affairs  
Objective:

5. 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:

5. CSBS will assist departments in establishing a systematic methodology for collecting, reporting and benchmarking, of the key outcome measures related to improving the pool of qualified applicants as measured in the key outcome measures and will improve the pool of qualified applicants as measured by these 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 FY07
Increased transborder research	Work with Mexican Consulate to identify opportunities for faculty/student research	Have at least 2 student transborder research projects	Joint project with Mexican Consulate and other Mexican institutions/ governments	TBD

**UTPA Goal:** **6. Optimize institutional effectiveness and efficiency with high quality organization standards.**

**Academic Affairs Objective:** 6. The Provost Office will support the Colleges and Departments to establish a systematic methodology for the collection, reporting, benchmarking, and to optimize course offerings through careful planning as measured in the key outcome measures.

**College/AVP Objective:** 6. CSBS will assist departments in establishing a systematic methodology for collecting, reporting, and benchmarking of key outcome measures for optimizing course offerings and will improve the optimization of course offerings as measured by these 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 FY07
Not Applicable.				

# AES FY08 Assessment Results Report

## UTPA

### Dept - Public Administration

**Unit Mission:** The Master of Public Administration is a graduate level of study intended as a professional preparation for public service in governmental agencies at the federal, state, regional, and local levels. Public Administration, both as a scholarly study and a professional program, is interdisciplinary in substance and methodology, borrowing from economics, sociology, psychology, business, industrial engineering, political science, and law.

**Unit Head:** Fred Ernst - Interim

**College:** College of Social and Behavioral Sciences

**Division:** Division of Academic Affairs

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Dept - Public Administration - 1. - Increase academic rigor and create a more research centered program in line with NASPAA accreditation standards With CSBS assistance the departments to establish a systematic methodology for collecting, reporting and benchmarking of the key outcome measures associated with continuance of students (graduation, retention, persistence) and will improve continuance of students in degree programs as measured by these outcomes.</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. Curriculum review complete and a proposal for the Graduate Council by Spring 08  1. Development of baseline data and the system for tracking of students.</p>	<p><b>Assessment Method:</b> Curriculum revision ? Develop student learning outcomes and measurement Strengthen Internship/applied practical experience to better reflect the linkages between the academic courses and professional work Develop a system to track student progress through the program Part of the curriculum revision will be the development of benchmarks with CSBS assistance.</p> <p><b>Criterion for Success:</b> Approval by Graduate Council  Development of baseline data for the start of the new curriculum.</p>	<p>10/30/2008 - 1. Curriculum Revision- Faculty are still working on the Curriculum Revision 2. Internship- Complete Results are being incorporated into the Student Handbook 3. System Student Tracking- Complete</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as Complete</p>	<p>10/30/2008 - Curriculum Revision is in progress, as is student handbook. Student Tracking system is working well.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Dept - Public Administration - 2. - Increased research by faculty and students Increased transborder research</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. Student research projects 2. Papers, panels, presentations prepared for Conferences by faculty and students 1. Have at least 2 student transborder research projects</p>	<p><b>Assessment Method:</b> Encourage faculty ? student collaborations Explore community partnerships with groups and institutions related to faculty/student research Work with Mexican Consulate to identify opportunities for faculty/student research</p> <p><b>Criterion for Success:</b> Number of papers, panels, presentations submitted Number of papers, panels, presentations accepted Joint project with Mexican Consulate and other Mexican institutions/ governments</p>	<p>10/30/2008 - Complete- Three teams of four students each presented their results at a regional Association of Public Administration (ASPA) Conference and one student presented at a national ASPA Conference.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as Complete</p>	<p>10/30/2008 - Are planning to have more students present at ASPA this year.</p>
<p>Dept - Public Administration - 3. - Continue involvement with Urban County Leadership Conference Work with local governments to identify internship opportunities for students. Faculty involvement in national organizations</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. Workshop is conducted 2. Number of internships developed 3. Number of faculty holding office in professional organizations and conference activities</p>	<p><b>Assessment Method:</b> Conduct Open Meeting and Public Records certification training for the 208 Urban County Leadership Conference Meet with local officials to develop internships Encourage faculty to become involved in national organizations</p> <p><b>Criterion for Success:</b> Assessment by participants on usefulness of workshops Students satisfactorily complete internships and assessment provided by appropriate officials of agency The number of faculty holding positions or being involved in conference activities</p>	<p>10/30/2008 - 1. Open Meeting and Public Records not needed, Substituted 2010 senses and Certified Public Manager 2. Internships- Complete 3. Faculty involved in national and local ASPA Chapters- complete</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as Complete</p>	<p>10/30/2008 - Additional students will enroll in Internships this year, faculty will continue involvement with ASPA.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Dept - Public Administration - 5. - Increased transborder research</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> Complete</p> <p><b>Strategies:</b> 1. Have at least 2 student transborder research projects</p>	<p><b>Assessment Method:</b> Work with Mexican Consulate to identify opportunities for faculty/student research</p> <p><b>Criterion for Success:</b> Joint project with Mexican Consulate and other Mexican institutions/governments</p>	<p>10/30/2008 - Complete</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as Complete</p>	<p>11/13/2008 - Faculty in Mechanical Engineering planning solar energy systems for rural Mexico, working with Mexican Consulate</p>