

# Unit Assessment Report - Four Column

## UTPA

### Admin - Advance Placement and Educator Training

**Division:** Division of Enrollment and Student Services

**Unit Head:** Connie Rosas-Najera

**Unit Mission:** Support the efforts of South Texas school districts to increase student participation by training new and returning educators in the Advance Placement Summer Institutes.

Support the efforts of South Texas school districts to provide educators with continuing education in the Educator Training Program, as well as to provide substitute training to the community.

AES Intended Outcomes	Means of Assessment & Criteria for Success / Strategies	AES Assessment Results	Use of Result & Follow-Up
<p>Admin - Advance Placement and Educator Training - Advanced Placement Summer Institutes - We will offer at least 25 AP Summer Institutes in various College Board subject areas annually.</p> <p><b>AES Outcome Types:</b>  AES - Fiscal Year 2008  AES - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b>  09/01/2008</p> <p><b>End Date:</b>  08/31/2011</p> <p><b>AES Outcome Status:</b>  Active/Ongoing</p> <p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>Attend College Board Summer Institute Directors' Meeting in October and sign Summer Institute Endorsement Agreement and return to SWRO.</li> <li>Schedule 2008 APSI for two or three weeks in summer of 2008.</li> <li>Contact and secure APSI consultants by November 2007 and mail 2008 APSI list to SWRO in Feb.</li> <li>Prepare marketing of the AP Summer Institutes by via brochure and web site among school districts. Conduct massive mail out of letters and brochures to past AP participants, school districts, and region GT program.</li> </ol>	<p><b>AES Assessment Method:</b></p> <p>1a. College Board's AP Summer Institutes Event Evaluation Form will provide feedback from participants about the overall quality of the event (i.e. registration, facility, food and beverage, event materials and presenter).</p> <p><b>Criterion for Success:</b></p> <p>Train 450-550 teachers in AP and Pre-AP topics each summer.</p>	<p>10/06/2009 - 2009 Advanced Placement Summer Institutes. There were 19 summer institutes offered with a seating capacity of 30 participants per subject or a possibility of training 570 participants. However, this year due to budget cuts and changes in TEA reimbursements policy, there was a decrease in the number of participants. There were 398 participants registered for the four day intensive training in AP and Pre-AP subjects. The institutes were broken down into 10 AP and 9 Pre-AP courses within two weeks (July 20-23 and August 3-6). On the first week, there were 213 who attended; 88 participants attended the AP institutes and 125 attended the Pre-AP institutes (71 HS and 54 MS). On the second week, a total of 169 participants attended; 105 attended the AP institutes and 64 attended the Pre-AP which were all high school level. The final enrollment on the number attended was 382. A decrease of 41% was seen compared to 2008 where the enrollment was at 648.</p> <p><b>Result Type:</b>  Criterion Not Met</p> <p><b>Result Status:</b>  Pending Follow-Up</p> <p><b>Resources Needed - Classified</b>  Secure funding, a total of \$72,867. This funding also is paying 50% for Student Specialist in the Concurrent Enrollment</p>	<p>10/06/2009 - The Advanced Placement Summer Institutes (APSI) is a revenue generating account and is self sustained. In order to offer quality services to our participants, primarily teachers in the Region I school districts, certain expenses must be incurred (ie. staff, workshop material and equipment, consultant fees, and travel). This year, UTPA celebrated 15 years in providing Advanced Placement Summer Institutes in the Rio Grande Valley. It also marked our collaborative efforts between College Board and area school districts in providing intensive training to area educators. In turn, the AP Program compiles a vast amount of data each year on AP Exam participation, performance, and volume that can be used to compare and contrast exam-takers worldwide. The data showed how participation in the AP Program has grown, which exams are taken by the greatest number of students, which states have increased the number of students taking AP</p>

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<p>5. Make university arrangements for food catering, room reservations, work orders, hire temp. AP staff, and make travel arrangements for consultants.</p> <p>6. Within one month before institute, place book orders for AP subject packets from FedExKinko's Docstore. Also order AP vertical team guides for all pre-AP sessions from separate order form provided by SWRO.</p>		<p>Program and 100% for a Testing Clerk.</p> <p><b>Resources Needed - Maintenance &amp; Operation:</b> Secure funding, a total of 139,805.</p> <p><b>Resources Needed - Salaries:</b> Secure funding, a total of \$56,586.</p> <p><b>Resources Needed - Travel:</b> Secure funding, a total of \$18,500.</p> <p><b>Resources Needed - Wages:</b> Secure funding, a total of \$10,000.</p> <p><b>Related Documents:</b>  <a href="#">200-top-colleges-09.pdf</a>  <a href="#">ap_report_to_the_nation.pdf</a>  <a href="#">ap_report_to_the_nation_changes_in_equity_app_d.pdf</a>  <a href="#">ap_report_to_the_nation_data_at_a_glance_app_a.pdf</a>  <a href="#">AP credit at UTPA 2009.pdf</a>  <a href="#">APSI Brochure 2009.pdf</a></p>	<p>Exams, which colleges receive the greatest number of AP Exam scores. For example this year, UTPA increased its ranking among the 200 Colleges and Universities in the nation receiving the most AP grades. Last year, we were at No. 82 and this year UTPA moved up in ranking to No. 66 in receiving the most AP grades. The "AP Report to the Nation", "success on an AP Exam" is defined as an exam score of 3 or higher, which represents the score point that research finds predictive of college success and college graduation.</p>
	<p><b>AES Assessment Method:</b> 1b. Faculty evaluation form will provide feedback from the consultants on participants? participation, institute content, housing accommodations, facility needs, instructional supplies and materials, guest speakers, and the APSI staff.</p> <p><b>Criterion for Success:</b> Train 450-550 teachers in AP and Pre-AP topics each summer.</p>		
	<p><b>AES Assessment Method:</b> 1c. Look at the yearly stats that Collegeboard provides on the student?s performance in South Texas.</p> <p><b>Criterion for Success:</b> Train 450-550 teachers in AP and Pre-AP topics each summer.</p>		

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<p>Admin - Advance Placement and Educator Training - Training for Educators - We will offer at least 10 "special topic" training opportunities for professional educators on an annual basis.</p> <p><b>AES Outcome Types:</b> AES - Fiscal Year 2008 AES - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>AES Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>1. Contact and secure consultants.</li> <li>2. Schedule 5-7 workshops per semester.</li> <li>3. Conduct break-even analysis to set up the course file and begin the RSVP for each workshop.</li> <li>4. Promote professional development workshops via brochure and web site to school districts and past participants.</li> </ol>	<p><b>AES Assessment Method:</b> 1a. Training for Educators evaluation forms will be used to assess the effectiveness of training programs and solicit suggestions for future training events.</p> <p><b>Criterion for Success:</b> Train at least 400 teachers in special topic areas for 2008.</p>	<p>10/06/2009 - In 2009, there were 19 workshops offered to area educators in the areas of improving TAKS performance in Reading, Writing, Math, Social Studies, and Science in elementary, middle school and high school levels. However only 17 workshops made with sufficient enrollment of 10 or more participants to break even. Also, there were 395 registered educators which is five short to meet our departmental goal. See attached brochure in promoting these workshops.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Result Status:</b> Pending Follow-Up</p> <p><b>Resources Needed - Classified</b> Pending hire of Asst Director to coordinate activities</p> <p><b>Resources Needed - Maintenance &amp; Operation:</b> Secure 2010 funding for consultant's fees, maintenance, and operation</p> <p><b>Related Documents:</b> <a href="#">TAKSTrainingBrochure2008.pdf</a></p>	<p>10/06/2009 - The department relies on the revenue generated from the TAKS workshops to pay for staff salaries, maintenance and operation, travel and wages. Training for Educators serves the training needs of our valley teachers and enhance professional development measures. Also, the participant evaluations state that the service provided contributes to their professional development and workshops are well received. Next year, plan to review participant evaluations and trend the analysis.</p>
<p>Admin - Advance Placement and Educator Training - Substitute Teacher Certificate Course - We will offer at least 13 Substitute Teacher Certificate Courses on an annual basis.</p> <p><b>AES Outcome Types:</b> AES - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>AES Outcome Status:</b></p>	<p><b>AES Assessment Method:</b> 3a. The evaluation form will be used to assess the effectiveness of the Substitute Teacher Certificate Course and the performance of instructors.</p> <p><b>Criterion for Success:</b> Train a number of substitutes according to the following:</p> <ol style="list-style-type: none"> <li>1. Minimal of 30 participants x 13 = 390 participants/year.</li> <li>2. Middle of 50 participants x 13 = 650 participants/year</li> </ol>	<p>10/07/2009 - In 2009, there were a total of 19 substitute training workshops and two instructors who taught the course. A total of 1,134 participants registered for the course. The criterion was met by meeting the maximum number of participants of 1,040. However, compared to last year a decrease was seen of 17%.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Result Status:</b> Pending Follow-Up</p>	<p>10/07/2009 - The Training for Educator Programs are revenue generating accounts and are self sustained. In order for us to offer quality services to our participants, certain expenses must be incurred. In turn, the community who is unemployed have the opportunity to work as para professionals in the school districts.</p>

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<p>Active/Ongoing</p> <p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>1. Contact and secure consultants for 2008.</li> <li>2. Schedule 7 workshops per semester.</li> <li>3. Promote Substitute training course via brochure and web site to school districts.</li> <li>4. Conduct break-even analysis to set-up the course file and begin the RSVP for each workshop.</li> </ol>	<p>3. Maximum of 80 participants x 13 =</p>	<p><b>Resources Needed - Classified</b> Secure funding, a total of \$86,090. From this amount, this funding pays three positions in Concurrent Enrollment in the amount of \$51,242.</p> <p><b>Resources Needed - Maintenance &amp; Operation:</b> Secure funding, a total of \$59,907.</p> <p><b>Resources Needed - Salaries:</b> Secure funding, a total of \$56,586.</p> <p><b>Resources Needed - Travel:</b> Secure funding, a total of \$10,000.</p> <p><b>Resources Needed - Wages:</b> Secure funding, a total of \$20,120.</p> <p><b>Related Documents:</b> <a href="#">Substitute Registration Flyer Fall 2009.pdf</a> <a href="#">Substitute Registration Flyer Spring-Summer 2010.pdf</a></p>	
<p>Admin - Advance Placement and Educator Training - Educator Training Evaluations - Obtain 90% of the participant feedback regarding their experience with the TAKS workshops.</p> <p><b>AES Outcome Types:</b> AES - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>AES Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>1. At end of session, obtain participant evaluations.</li> <li>2. Tally data on spreadsheet.</li> <li>3. Interpret data results.</li> <li>4. Provide AVPESS with annual report.</li> </ol>	<p><b>AES Assessment Method:</b> Participants will rate their experience with the workshop on a questionnaire based on a likert scale of 1 (poor) to 5 (excellent). Data will be analyzed to obtain a consensus on the results. An annual report will be provided to AVPES on participants' feedback. See attached questionnaire.</p> <p><b>Criterion for Success:</b> Expect 85% percent customer satisfaction in the following areas: rating on presenter, materials/handouts, facilities, overall experience. Also asked two open-ended questions and comments: Would you recommend this session to a colleague? and did this program meet your expectations?</p> <p><b>Related Documents:</b> <a href="#">Dr.Shirley Crook Evaluation Form111408.doc</a></p>		

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<p>Admin - Advance Placement and Educator Training - Substitute Training Evaluations - Obtain 90% of the participant feedback regarding their experience with the Substitute Training Course.</p> <p><b>AES Outcome Types:</b> AES - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 09/01/2008</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>AES Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>1. At end of session, obtain participant evaluations.</li> <li>2. Tally data on spreadsheet.</li> <li>3. Interpret data results.</li> <li>4. Provide AVPESS with annual report.</li> </ol>	<p><b>AES Assessment Method:</b> Participants will rate their experience on a evaluation questionnaire at the end of the training course. Data will be gathered based on participant's responses and ranked to a likert scale of 1 (poor) to 5 (very good).</p> <p><b>Criterion for Success:</b> Expect 85% percent customer satisfaction on how well the course was in the following areas: achieving goal as stated in the advertising, introduce participant to new ideas, provide relevant information on the substitute training course, gear the instruction to level of understanding and expertise, adequately provide opportunity for questions and discussion, rate instructor on overall effectiveness, and rate the registration procedures. Also asked three open-ended questions and comments: How would you improve this course? What other types of courses would you like to see offered? How did you hear about this course? See attached sample questionnaire.</p> <p><b>Related Documents:</b> <a href="#">Course Evaluation.doc</a></p>		