

# **Administrative and Educational Support Report**

**University Testing Services**

**Annual Action Plan  
Annual Assessment Report**

**June 2004 – May 2005**



**Annual Action Plan: June 1, 2004–May 30, 2005**

**Unit:** University Testing Services

**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:** Enrollment and Student Services      **Unit Head:** Connie Rosas-Najera

**Unit Mission:** University Testing Services mission is to promote and maintain the highest quality testing environment for students, staff/faculty, and guests. We strive for excellence by adhering to National Testing Standards and provide a secure, efficient and non-discriminatory testing facility. We are responsive to client requests or accommodations as needed for administering placement, correspondence, proficiency, undergraduate and graduate admissions, degree credit by examination, and certification tests.

**Unit Goal:** Provide comprehensive testing services that promote appropriate academic placement.

**Link to UTPA Goal(s):** 1. Ensure undergraduate student access and success  
3. Improve UTPA’s organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA=Measurable Objective)	Strategy(ies) to Achieve Expected Outcome	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
In support of undergraduate and graduate programs, increase the number of examinees tested in institutional exams, computer based exams, and national exams. (1)	1, 3, 7	A 10% increase will be seen annually in a five year period (2002-2007). Benchmark 2002: 6763 examinees	Increased the number of exams administered via computer based testing and institutional testing as follows: 1. Increase the number of THEA-QT, ACTR, and I.TOEFL test dates 2. Increase the	<ul style="list-style-type: none"> <li>• Review monthly reports to reflect the number of examinees tested;</li> <li>• Provide an end of year report;</li> <li>• Review ACT reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Hire a direct wage to assist Testing Specialist in administering examinations at local high schools by providing THEAQT and ACCUPLACER</li> <li>• Purchase computers to expand on the work stations for</li> </ul>

Annual Action Plan, June 1, 2004–May 31, 2005

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA=Measurable Objective)	Strategy(ies) to Achieve Expected Outcome	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
			number of CAT exams by NES (THEA and TExES) 3. Increase the number of ETS tests (GRE, TOEFL, GRE, and GMAT) 4. Increase the number of exams by outreach testing at the High School s		CBT testing in CLEP, GRE, GMAT, TOEFL and TExES/THEA CAT exams.



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Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
In support of undergraduate and graduate programs, increase the number of examinees tested in institutional exams, computer based exams, and national exams.	1, 3, 7	A 10% increase will be seen annually in a five year period (2002-2007). Benchmark 2002: 6763 examinees	<ul style="list-style-type: none"> <li>Reviewed monthly reports to reflect the number of examinees tested;</li> <li>Provided an end of year report;</li> <li>Reviewed ACT reports.</li> </ul>	<ul style="list-style-type: none"> <li>Since 2002, an increase of 90% was seen in the number of examinees tested (6,763 to 12,858).</li> <li>6% of examinees reported UTPA as the university of choice in Texas as per ACT reports in 2003-04.</li> </ul>	Hired one FTE Testing Specialist in CBT November 1, 2004.

**Additional Resources Needed (if any) that were requested for FY06 during the budget cycle:**