

# **Administrative and Educational Support Report**

**Office of the President**

**Annual Action Plan**  
**Annual Assessment Report**

**June 2004 – May 2005**



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

**Unit:** President

**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:** Office of the President     **Unit Head:** Dr. Blandina Cárdenas

**Unit Mission:** To promote higher education and to provide leadership to internal and external constituents in achieving the vision and mission of the University

**Unit Goal:** To provide leadership and support in the promotion of the President's agenda to achieve the mission of the University

**Link to UTPA Goal(s):** Goal 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 Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Develop & implement new direction & strategies for the university (1)	7	Administrative and academic team capable of implementing new direction and strategies	Identify strengths and weaknesses of administrative and academic team as well as strengths and weaknesses of university infrastructure	Meetings with executive leadership and focus groups on issues; follow-up reports	No new resources needed
	7	Increased participation of faculty in research and college governance	Appoint task forces to review, identify, and make recommendations to the president.	Two task forces - college governance and faculty workload - gather data and interview faculty	No new resources needed
	7	Increase external funding/fundraising	Meet with Foundation Board; cultivate	External review by UT System	Additional funding (\$20,000) needed in

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			significant prospects; identify strengths and weaknesses of development efforts		university functions account
Educate the university community and promote activities to achieve equal opportunity (EO) in employment and programs at the university (2)	7	Faculty and staff educated regarding EO issues affecting a public institution	Schedule workshops; review the faculty recruitment/hiring procedures; respond to complaints and identify areas of improvement	Reports of attendance at scheduled sessions. Complaints issued and filed with the EEO officer	No new resources needed



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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?)
Develop & implement new direction & strategies for the university (1)	7	Administrative and academic team capable of implementing new direction and strategies	Meetings with executive leadership and focus groups on issues; follow-up reports	Identified individuals who would not function well with the team  Identified lack of instructional technology in classrooms  Identified close-up parking problem for	Reassigned two deans  30 classrooms were equipped with appropriate technology as part of Phase I of 3-year plan to upgrade all classrooms  Purchased 2 shuttles

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				students	and established routes to distant parking lots
	7	Increased participation of faculty in research and college governance	Two task forces - college governance and faculty workload - gathered data and interviewed faculty	New guidelines for College governance were needed  New Faculty Teaching Workload policy was needed to support research focus	Guidelines for new faculty governance in colleges were drafted for implementation in September 2005  New faculty workload policy approved on campus
	7	Increase external funding/fundraising	External review by UT System	No fully balanced fundraising program is currently in place and funds raised are not sufficient to support long-term institutional priorities	Met with foundation leaders and numerous philanthropists throughout the country to tell UTPA story
Educate and Promote the university community to achieve equal opportunity (EO) in employment and programs at the university (2)	7	Faculty and staff educated as to EO issues affecting a public institution	Reports of attendance at scheduled sessions. Complaints issued and filed with the EEO officer	Not all employees attending sexual harassment training within first 90 days of employment (88.9% training attendance)  Faculty workforce does not mirror community diversity (Fac. Workforce Analysis: 31.7% Female 42.2% Minority)  Sexual harassment complaints persist in student population	Training schedule adjusted to accommodate employees  Training adjusted to accommodate search committee members  Presentations now conducted in classrooms

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				<p>(SH Complaints: 5 Total 1 confirmed, 2 inconclusive, 1 dropped, 1 pending)</p> <p>Employment discrimination persists in student population (Complaints Discrimination: 25 Total, 3 confirmed, 12 non- substantiated, 4 inconclusive, 5 dropped, 1 pending)</p>	<p>Meetings held with deans, departments and vps to discuss reduction of complaints</p>

**Additional Resources Needed (if any) that were requested for FY06 during the budget cycle:** Requested \$25,000 increase in travel funds for President.