

# **Administrative and Educational Support Report**

**Office of the President**

**Annual Action Plan  
Annual Assessment Report**

**June 2005 – May 2006**



**Annual Action Plan: June 1, 2005–May 31, 2006**

**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 Cardenas

**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):** 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 FY06
Develop and implement new direction and strategies for the university. (1)	7	Administrative and academic team capable of implementing new direction & strategies.	<ul style="list-style-type: none"> <li>Continue to identify strengths &amp; weaknesses of administrative and academic team as well as strengths &amp; weaknesses of University infrastructure.</li> <li>Search to fill interim</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with Executive Leadership and focus groups on issues.</li> <li>Follow-up reports.</li> </ul>	None.

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			dean position.		
	7	Increased participation of faculty research and college governance.	<ul style="list-style-type: none"> <li>Change the indirect cost apportionment policy to provide incentives for researchers and grant writers.</li> <li>Implement new faculty workload policy providing for reduced teaching loads for research faculty.</li> </ul>	<ul style="list-style-type: none"> <li>Reports on number of faculty participating in research activities.</li> <li>Reports on the progress of College Governance structures.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of implementing new workload policy.</li> <li>None.</li> </ul>
	7	Increased external funding/fundraising.	<ul style="list-style-type: none"> <li>Meet with Foundation Board and provide needed "Funding Initiatives".</li> <li>Cultivate significant prospects.</li> <li>Identify strengths and weaknesses of development efforts.</li> </ul>	<ul style="list-style-type: none"> <li>Meetings with Foundation Board to follow up.</li> <li>External review by UT System Consultant.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> <li>System will advise of funding needed.</li> </ul>
Educate and promote the university community to achieve equal opportunity (EO) in	7	Faculty and staff educated as to EO issues affecting public institutions of higher	<ul style="list-style-type: none"> <li>Schedule workshops.</li> <li>Schedule training</li> </ul>	<ul style="list-style-type: none"> <li>Reports of attendance at schedules sessions.</li> </ul>	None.

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employment and programs. (2)		education.	on the Faculty Recruitment Process. <ul style="list-style-type: none"> <li>• Respond to complaints and identify areas of improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of complaints issued and filed with EO officer.</li> </ul>	



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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 and implement new direction and strategies for the university. (1)	7	Administrative and academic team capable of implementing new direction & strategies.	<ul style="list-style-type: none"> <li>Meetings with Executive Leadership and focus groups on issues.</li> <li>Follow-up reports.</li> </ul>	Identified obstacles to graduation of students in a timely manner due to inadequate advising.	Approved hiring of academic staff advisors for each College.
	7	Increased participation of faculty research and college governance.	<ul style="list-style-type: none"> <li>Reports on number of faculty participating in</li> </ul>	<ul style="list-style-type: none"> <li>Actual numbers are not available at the time of this report,</li> </ul>	<ul style="list-style-type: none"> <li>Implemented faculty workload policy from 4/4 to 3/3 in January</li> </ul>

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			<p>research activities.</p> <ul style="list-style-type: none"> <li>• Reports on the progress of College Governance structures.</li> </ul>	<p>however, the revenues generated: 2001-2005 increased from \$2.3M-5M.</p> <ul style="list-style-type: none"> <li>• Information received indicates progress not uniform across colleges.</li> </ul>	<p>2006.</p> <ul style="list-style-type: none"> <li>• President and new Provost will host meetings with Colleges Councils.</li> </ul>
	7	Increase external funding/fundraising.	<ul style="list-style-type: none"> <li>• Meetings with Foundation Board to follow up.</li> <li>• External review by UT System Consultant.</li> </ul>	<p>Board identified lack of focus on fundraising.</p> <p>Need to restructure</p>	<p>Fundraising initiatives were put into place and commitment from Board began with one \$500,000 commitment.</p> <p>President will identify new organizational structure</p>
Educate and promote the university community to achieve equal opportunity (EO) in employment and programs. (2)	7	Faculty and staff educated as to EO issues affecting public institutions of higher education.	<ul style="list-style-type: none"> <li>• Reports of attendance at schedules sessions.</li> <li>• Reports of complaints issued and filed with EO officer.</li> </ul>	Lack of attendance at sessions and efforts of EEO officer ineffective.	Responsibility for sessions placed on VP's, directors/deans and supervisors to enforce compliance.