

Administrative and Educational Support Report

Division of Business Affairs

**Annual Action Plan
Annual Assessment Report**

June 2006 – May 2007



Annual Action Plan: June 1, 2006–May 31, 2007

Unit: **Office of Vice President for Business Affairs**

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: **Business Affairs** Unit Head: **James R. Langabeer**

Unit Mission: To provide essential services in support of the University, including special projects related to compliance issues, budgeting, real estate acquisition and other business affairs related services.

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

Division Objective: Support student well being in selected areas.

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
Provide forum for student input into campus consensus on cost of education decisions. (1)	Co-Chair and support the operation of the Cost of Education Committee.	Level of consensus achieved with faculty, staff and student representatives regarding proposed new and changed fees.	Consensus reflected in Cost of Education report published in spring as illustrated by a majority of representatives of the committee endorsing the report.	

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University Goal:	Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.
Division Objective:	Partner with other entities to develop joint opportunities with private and government entities.

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
Achieve 24/7 access to RAHC by UTPA researchers as agreed to by UTHSCSA. (2)	Negotiate with UTHSCSA officials to overcome obstacles to UTPA researcher access to the RAHC.	Level of access achieved.	Achievement of 24/7 access to RAHC by UTPA researchers, the same as UTHSCSA researchers enjoy, by May 31, 2007.	

University Goal:	Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.
Division Objective:	Improve relationship with the Rio Grande Valley community.

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
Expand the presence of the University throughout the Rio Grande Valley. (3)	Negotiate working relationships permitting expanded UTPA presence in political jurisdictions throughout the Rio Grande Valley.	Extent of expansion of UTPA presence throughout the Rio Grande Valley.	Increase in the number of agreements and memorandums of understanding established that expand UTPA's presence throughout the Rio Grande Valley over last year.	None

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University Goal:

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

Division Objective:

Increase the value added, customer service, and goodwill value to business practices.

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
Establish sound prioritization in use of financial resources for ongoing operations within funding constraints. (4)	Inform the campus community of the institution's financial condition: 1 Present debt capacity constraints to Executive Committee. 2 Present financial results and condition to Executive Committee as reflected in Annual Financial Report.	Soundness of prioritization in decisions to use financial resources for ongoing operations.	Expenditure of reserves for ongoing operations reduced to zero as reflected in UTPA's annual and interim financial statements.	

University Goal:

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

Division Objective:

Provide a financially sound institution.

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
Enhance a financially solid institution. (5)	Identify information that resides in Business Affairs units that could be provided to departments to improve efficiency.	Continued faculty inclusion in division's governance process.	Faculty input into the division's governance process will be gathered at least 2 formal meetings during AY 06-07.	None

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**University
Goal:**

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

**Division
Objective:**

Identify and provide staff professional development opportunities in and outside of the Division.

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
Promote training opportunities. (6)	Enhance/Kickoff training opportunities for compliance issues, budget, resource allocation and state appropriations.	Staff is better informed on issues related to and affecting their work and environment.	Increase the number of training events by at least 5% in AY 06-07 in comparison to the previous year.	None



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Division: Business Affairs **Unit Head:** James R. Langabeer

Unit Mission: To provide essential services in support of the University, including special projects related to compliance issues, budgeting, real estate acquisition and other business affairs related services.

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

Division Objective: Support student well being in selected areas.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Provide forum for student input into campus consensus on cost of education decisions. (1)	Level of consensus achieved with faculty, staff and student representatives regarding proposed new and changed fees.	Consensus reflected in Cost of Education report published in spring as illustrated by a majority of representatives of the committee endorsing the report.	The following proposals were made reaching consensus from the Cost of Education committee: 1) Proposal to change the name of the computer access fee to "information technology access fee" which gives enhanced flexibility to its use 2) New recreational fee to produce an estimated	Proposals are pending July Board of Regents approval.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
			additional revenue of \$3.3M 47% of Cost of Education Committee members were students. The Committee met six times. Two forums were held for all students, faculty and staff to attend.	

University Goal:

Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.

Division Objective:

Partner with other entities to develop joint opportunities with private and government entities.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Achieve 24/7 access to RAHC by UTPA researchers as agreed to by UTHSCSA. (2)	Level of access achieved.	Achievement of 24/7 access to RAHC by UTPA researchers, the same as UTHSCSA researchers enjoy, by May 31, 2007.	90% of requested access/privilege has been obtained; met with officials from UTPA and UTHSCSA on two occasions and had two conference calls with appropriate parties from both campuses regarding academic program delivery and security networks.	Currently working on obtaining authorization to door access alarm system, which UTPA still lacks.

University Goal:

Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

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Division Objective:

Improve relationship with the Rio Grande Valley community.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Expand the presence of the University throughout the Rio Grande Valley. (3)	Extent of expansion of UTPA presence throughout the Rio Grande Valley.	Increase in the number of agreements and memorandums of understanding established that expand UTPA's presence throughout the Rio Grande Valley over last year.	Entered into two new memorandums of understanding for storage/cleaning services for mobile medical clinics (WESTAT Corp and UTHSCH-Houston). Met on two occasions with STC President and Board of Trustees regarding agreement on purchase of Starr County land."	Awaiting appraisal of Starr County 4.5 acre tract to determine purchase price. Once approved by Board of Regents, the property may be purchased in FY2008.

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Establish sound prioritization in use of financial resources for ongoing operations within funding constraints. (4)	Soundness of prioritization in decisions to use financial resources for ongoing operations.	Expenditure of reserves for ongoing operations reduced to zero as reflected in UTPA's annual and interim financial statements.	Use of reserves for expenditures has not been reduced to zero. FY2007 anticipated student growth was not realized. All Cost of Education	A \$16/hr. tuition increase will be implemented and the objective will be ongoing for FY2008.

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
			Committee recommendations were not approved and revenue losses exceeded \$3M for FY2007.	

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Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Enhance a financially solid institution. (5)	Continued faculty inclusion in division's governance process.	Faculty input into the division's governance process will be gathered at least 2 formal meetings during AY 06-07.	3 formal meetings with faculty representatives were conducted during AY06-07. 85% of faculty questions/suggestions were addressed.	Will continue to plan 3 formal meetings during AY07-08 to allow faculty input in division's governance process.

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Promote training opportunities. (6)	Staff is better informed on issues related to and affecting their work and environment.	Increase the number of training events by at least 5% in AY 06-07 in comparison to the previous year.	Number of training events for AY06-07 increased by 8%, partially due to Oracle implementation.	Training opportunities will continue to be promoted for AY07-08.