

# **Administrative and Educational Support Report**

**Dean of Students (Includes Child Development  
Center, Student Union, Student Health Services  
and Office of Services for Persons with  
Disabilities)**

**Annual Action Plan  
Annual Assessment Report**

**June 2006 – May 2007**



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

Unit: **Dean of Students**

**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 & Student Services**

Unit Head: **Dr. Jerry Price**

**Unit Mission:**

**An appreciation for learning**

Students should recognize and accept that their top priority on campus is making academic progress toward completion of their degree; in addition, students should develop a life-long appreciation for learning in its broadest sense.

**A present and on-going connection to UTPA**

Students should feel they are valued members of the UTPA community, developing meaningful relationships with faculty, staff, and other students that will persist throughout their lives.

**Ownership of one's decisions**

While family members, friends, and UTPA faculty and staff play major roles in students' success, students should understand that they hold the primary responsibility for their educational and personal decisions.

**An ability to manage self through enhanced life skills**

In addition to accepting ownership of their decisions, students should possess time management, decision-making, conflict resolution, self-assessment, and other skills necessary to manage their lives effectively.

**Integrity in word and deeds**

Students should have a well-developed personal value system that respects the rights and needs of others, and their words and actions should be consistent with this value system.

**Personal wellness**

Students should adopt an informed, healthy lifestyle in their physical, spiritual, and interpersonal lives.

**An ability to develop positive relationships in multiple settings**

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

Students should have an ability to develop positive relationships in their personal and professional environments.

**A value and appreciation for different people and experiences** Students should value, respect, and appreciate differences in people, cultures, beliefs, and other aspects of life.

**A sense of civic responsibility**  
Students should embrace their responsibility to be informed and active citizens in the campus, Valley, and global community.

**Graduation**  
Students should maintain appropriate progress toward and eventually attain their desired degree.

**University Goal:**

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

**Division Objective:**

Increase collaborative efforts to meet student needs.

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 a pandemic infection plan. (1)	Collaborate with DEHS, UT System, and state to develop plan	Complete a pandemic infection plan by April 1, 2007.	Completed plan disseminated to campus community by April 1, 2007	

**University Goal:**

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

**Division Objective:**

Provide incentives, programs, and support services that promote student engagement, empowerment, and success.

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 academic organizations. (2)	Collaborate with academic units to strengthen ownership in organizations	Increase number of academic organizations by 3 and student membership by 40	Registered organizations rosters will be used to verify the number of academic organizations and student memberships. The	

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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
			number of academic organizations increased by 3 and student memberships increased by 40. The assessment will be conducted by October 15, which is when the organization's fall membership packets typically are due.	
Establish academic and other theme housing options. (3)	Explore potential of Heritage Hall and Troxel Hall to serve as theme housing for academic units and student organizations	Academic and theme housing options plan for FY08.	Plan completed and opportunities marketed to colleges and organizations by February 15, 2007.	Costs for promotional materials; possible hall enhancements
Expand service opportunities for students. (4)	Collaborate with other institutions on SWAP (Students with a Purpose) to create new opportunities; SWAP is a student service exchange program that exposes students to service needs and opportunities in other university cities.	SWAP plan in place for <u>Summer 07</u> .	6 UTPA students and 6 non-UTPA SWAP plan in place by May 31, 2007 and students signed up to participate in SWAP during Summer 07.	Travel funds for students to serve at other institutions' location

**University Goal:**

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

**Division Objective:**

Engage in community service projects in line with specific opportunities and challenges unique to the Valley.

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
Increase potential for	Assess current host	A strategic plan for	Strategic plan completed by May	

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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
hosting summer camps and other special programs. (5)	capacity and identify needs to facilitate growth; involve the Valley Outreach Center in this assessment.	hosting events.	31, 2007.	

**University Goal:**

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards

**Division Objective:**

Improve communication with all internal and external stakeholders.

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
Centralize and make more convenient mechanisms for responding to student needs and questions. (6)	Create a student assistance center in the Union	A plan for a Student Assistance Center in the Union and available to students	Plan for Student Assistance Center approved by May 31, .2007	
Centralize and make more convenient mechanisms for responding to student needs and questions. (7)	Create a virtual student assistance center on the DoS website	Develop a virtual center accessible to students on the Dean of Students website.	Virtual center operating by May 31, 2007.	

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**University  
Goal:  
Division  
Objective:**

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

Improve the community's image and awareness of UTPA.

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
Opportunities for alumni and employees to use Wellness and Recreation Sports Complex. (8)	Develop membership plans for employees and alumni	Membership plan in place for FY08.	Plan endorsed by a WRSC advisory board and marketed to employees and alumni by May 2007.	Costs for promotional materials; postage for mailing to alumni.



## Annual Assessment Report: June 1, 2006–May 31, 2007

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Establish a pandemic infection plan. (1)	Complete a pandemic infection plan by April 1, 2007.	Completed plan disseminated to campus community by April 1, 2007	Plan completed in fall 2006 and placed on website	Incorporated into University's Crisis Management Plan

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Enhance academic organizations. (2)	Increase number of academic organizations	Registered organizations rosters will be used to verify the number	Number of academic organizations decreased	Shifting more emphasis to strengthening existing

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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?)
	by 3 and student membership by 40	of academic organizations and student memberships. The number of academic organizations increased by 3 and student memberships increased by 40. The assessment will be conducted by October 15, which is when the organization's fall membership packets typically are due.	from 57 to 53 (-7.0%); however, the number of student members increased from 1310 to 1449 (+10.6%)	organizations, and less to growing the number of organizations; also, we are confirming that all academic organizations are registered
Establish academic and other theme housing options. (3)	Academic and theme housing options plan for FY08.	Plan completed and opportunities marketed to colleges and organizations by February 15, 2007.	Plan competed on schedule; brochures were developed and presentations were made to college deans and student organizations;	No organizations or academic units signed up for 2007-08
Expand service opportunities for students. (4)	SWAP plan in place for <u>Summer 07</u> .	6 UTPA students and 6 non-UTPA SWAP plan in place by May 31, 2007 and students signed up to participate in SWAP during Summer 07.	The program was moved up to spring break 2007; 6 UTPA students participated in a community service project in New Orleans in cooperation with Tulane U. However, the Tulane academic calendar prevented Tulane students from coming to UTPA	We are now coordinating the second round of this program, scheduled for winter break 2007, with another university whose academic calendar is more commensurate with ours.

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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?)
Increase potential for hosting summer camps and other special programs. (5)	A strategic plan for hosting events.	Strategic plan completed by May 31, 2007.	Planning still in progress; a second planning session is scheduled for mid-July	Pending

**University Goal:**

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards

**Division Objective:**

Improve communication with all internal and external stakeholders.

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?)
Centralize and make more convenient mechanisms for responding to student needs and questions. (6)	A plan for a Student Assistance Center in the Union and available to students	Plan for Student Assistance Center approved by May 31, 2007	Student Union director resigned in December – planning on hold until new director starts in July	Pending
Centralize and make more convenient mechanisms for responding to student needs and questions. (7)	Develop a virtual center accessible to students on the Dean of Students website.	Virtual center operating by May 31, 2007.	Development to coincide with Student Assistance Center in Union; therefore, planning on hold until new director starts in July	Pending

**University Goal:**

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

**Division**

Improve the community's image and awareness of UTPA.

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Objective:

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?)
Opportunities for alumni and employees to use Wellness and Recreation Sports Complex. (8)	Membership plan in place for FY08.	Plan endorsed by a WRSC advisory board and marketed to employees and alumni by May 2007.	Advisory Board finalized fees recommendations on April 11, 2007; marketing underway	Projected revenues from employee and alumni fees were incorporated into FY08 budgets