

Administrative and Educational Support Report

Office of the President

**Annual Action Plan
Annual Assessment Report**

June 2006 – May 2007



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

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.

UTPA Goal: Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.
Division Objective: Institute high quality organizational standards and processes.

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
Develop and implement new direction and strategies for the University. (1)	<ul style="list-style-type: none"> • Continue to identify strengths & weaknesses of administrative and academic team as well as strengths and weaknesses of University. • Search for a new Provost/VPAA. • Search for a Dean of 	<ul style="list-style-type: none"> • Fill vacancies in administrative and academic team including the Provost and Dean of COAH positions. 	New Provost and Dean for the College of Arts and Humanities will be hired.	Adequate funding is in current budget.

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	College of Arts and Humanities. (COAH).			
	Review, centralize and improve efficiency in the research and sponsored projects processes.	<ul style="list-style-type: none"> The university will increase participation of faculty in research as evidenced by an increase in external funding for research by 5%. The university will increase faculty participation in each college's governance. 	<ul style="list-style-type: none"> Dollar amount of external funding for research received by the university will be increased by 5%. Each college will submit a report on the progress of their College Governance structure and faculty participation. 	<ul style="list-style-type: none"> Possible new staffing will require additional funding. No new resources are needed.
	<ul style="list-style-type: none"> Work with Foundation Board, meet with donors, cultivate prospects, initiate & follow up on proposals. Lead restructure of External Affairs. 	The university will increase external funding by 5%.	External Affairs will submit a report of the total amount of new funds raised. This will be an increase of 5% over the previous year.	Possible new funding will be needed in the new structure that is established.

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Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.
Advance diversity as an asset in University life.

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
Educate and Promote the university community to achieve equal opportunity	Responsibility for attendance and sessions placed on VP's,	100% of Faculty and Staff will attend the mandatory sexual harassment	Reports of attendance will be submitted and reviewed by June 15 th .	No new funding is needed.

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in employment and programs. (2)	directors/deans and supervisors to enforce compliance.	seminars within 30 days of hire.		



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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?)
Develop and implement new direction and strategies for the University. (1)	Fill vacancies in administrative and academic team including the Provost and Dean of COAH positions.	New Provost and Dean for the College of Arts and Humanities will be hired.	Dr. Paul Sale was hired as Provost. Dr. Dahlia Guerra was hired as Dean of COAH. Dr. Bruce Reed was hired as Dean of COHSHS. Dr. Hector Ochoa was hired as Dean of COE.	Administrative Team for Mission and Vision is coming together.
	The university will increase participation of faculty in research as evidenced by an increase in external funding for	Dollar amount of external funding for research received by the university will be increased by 5%.	Research Funding 2004-05 is \$5.8 million Research Funding 2005-06 is \$6.7 million, an increase of 15.5%	Strategies are working. May relocate pre and post award functions closer to maximize effort and communication.

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	<p>research by 5%.</p> <p>The university will increase faculty participation in each college's governance.</p>	Each college will submit a report on the progress of their College Governance structure and faculty participation.	Some colleges have implemented the College Council concept and it is working well. Some have not yet fully implemented nor is participation demonstrated.	Meeting was held with all college councils to share their experiences and operations. President met with College Councils and gave her vision for their functioning.
	The university will increase external funding by 5%.	External Affairs will submit a report of the total amount of new funds raised. This will be an increase of 5% over the previous year.	<p>External funding 2005-06 was \$5.2 million.</p> <p>External funding 2006-07(to date: 5/31/07 is \$4,579,800) with a projection of \$6 million on 8/31/07.</p> <p>If projection is met, this is an increase of 15.4%.</p>	Strategies are working. A new development division will be included in the FY08 Budget. The focus of this division will be fundraising. The new VP will reorganize and present the president a new plan for UTPA development.

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Educate and Promote the university community to achieve equal opportunity in employment and programs. (2)	100% of Faculty and Staff will attend the mandatory sexual harassment seminars within 30 days of hire.	Reports of attendance will be submitted and reviewed by June 15 th .	95.3% of Faculty and Staff have attended the mandatory sexual harassment seminar within 30 days of hire.	Strategies are working and we will continue to strive for 100% completion.