

Administrative and Educational Support Report

Office of the President

**Annual Action Plan
Annual Assessment Report**

June 2007 – May 2008



Annual Action Plan: June 1, 2007–May 31, 2008

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.

University 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 FY08
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 & weaknesses of the university. ▪ Search for a new Vice President for University 	<ul style="list-style-type: none"> ▪ Fill vacancy for VP for University Advancement 	<ul style="list-style-type: none"> ▪ New Vice President will be hired 	Resources will be included in the FY08 Budget

Annual Action Plan June 1, 2007–May 31, 2008

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
	<p>Advancement</p> <ul style="list-style-type: none"> ▪ Reorganize the various divisions to improve effectiveness and efficiency 	<ul style="list-style-type: none"> ▪ Organizational charts will reflect restructure 	<ul style="list-style-type: none"> ▪ Divisions will submit organizational charts to reflect restructure. 	<ul style="list-style-type: none"> ▪ Some new funding may be needed; will be included in budget
	<ul style="list-style-type: none"> ▪ 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 by 5%. 	<ul style="list-style-type: none"> ▪ Dollar amount of external funding for research received by the university will increase by 5%. 	
		<ul style="list-style-type: none"> ▪ Increase faculty participation in college governance 	<ul style="list-style-type: none"> ▪ Each college will submit a report on the progress of their College Governance structure and faculty participation. 	<ul style="list-style-type: none"> ▪ No new resources are needed.
	<ul style="list-style-type: none"> ▪ Work with HOP Committee on HOP 1.1.1 process implementation 	<ul style="list-style-type: none"> ▪ Policy process will be more efficient and transparent to university committee 	<ul style="list-style-type: none"> ▪ 90% of the policies due for review will be uploaded within the determined timeframes 	<ul style="list-style-type: none"> ▪ No new funds are needed
<p>Develops relationships to increase funding support for the university. (2)</p>	<ul style="list-style-type: none"> ▪ Work with Foundation Board, meet with donors, cultivate prospects, initiate & follow up on proposals. ▪ Guide new VP and support restructure 	<ul style="list-style-type: none"> ▪ The university will increase external funding by 5%. ▪ Organizational chart developed 	<ul style="list-style-type: none"> ▪ New development division will submit report on the total amount of new funds raised. This will be an increase of 5% over the previous year. ▪ Report on progress of division 	<ul style="list-style-type: none"> ▪ Funds to support new organization structure for development are included in the FY 08 budget. ▪ Funds in budget

Annual Action Plan June 1, 2007–May 31, 2008

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
	of development effort.			
	<ul style="list-style-type: none"> Work with VP for Community Engagement to guide and focus efforts for the year 	<ul style="list-style-type: none"> A defined role and plan, agreed upon with the president will be submitted by the VP with measurable goals articulated 	<ul style="list-style-type: none"> Report on the performance will be submitted demonstrating progress and accomplishments 	<ul style="list-style-type: none"> No new funds are needed

University Goal:

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

Division Objective:

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 FY08
Promotes the value of Diversity and equal opportunity	<ul style="list-style-type: none"> Director will meet with each vice president to discuss the strengths & weaknesses with their division. 	<ul style="list-style-type: none"> 100% of faculty and staff will attend the mandatory training sessions within the timelines The departments and divisions will demonstrate appropriate respect & reflect diversity 	<ul style="list-style-type: none"> Reports of attendance will be submitted and reviewed by June 15th. Reports of meeting with each vp will be submitted to president reflecting strengths and weaknesses discussed as well as plans for improvement Fewer official complaints to Diversity Office 	No new funding needed

FY08 AES Assessment Results Report

UTPA

Admin - Division of the President

Unit Mission: The Division of the President leads and serves the University in achieving the Vision and Mission and in maintaining its values.

Unit Head: Blandina Cardenas

Division: Division of the President

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Admin - Division of the President - Value of Diversity and Equal Opportunity (FY09-11) - We will promote the value of Diversity and Equal Opportunity</p> <p>Outcome Types: Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p>Start Date: 06/01/2007</p> <p>Outcome Status: Active/Ongoing</p>	<p>Assessment Method: 1a. Reports of attendance will be submitted and reviewed by June 15th.</p> <p>Criterion for Success: 100% of faculty and staff will attend the mandatory training sessions within the timelines</p>	<p>08/31/2008 - Reports were submitted and reviewed. 90% were trained.</p> <p>Result Type: Criterion Met</p> <p>Next Step: Add New Strategy</p> <p>Resources Needed - Classified Additional staffing may be needed.</p> <p>Resources Needed - Salaries: Possible salary may be needed.</p>	<p>11/12/2008 - A new method of training will be developed</p>
<p>Strategies: 1. Director will meet with each vice president to discuss the strengths & weaknesses with their division.</p>	<p>Assessment Method: 1b. Reports of meeting with each vp will be submitted to president reflecting strengths and weaknesses discussed as well as plans for improvement</p> <p>Criterion for Success: The departments and divisions will demonstrate appropriate respect & reflect diversity</p>	<p>08/31/2008 - Due to inaccurate data, the reports to vps were not submitted.</p> <p>Result Type: Criterion Not Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>11/12/2008 - Compilation of data will be reviewed to insure accuracy and then reports will be discussed with the vps.</p>
	<p>Assessment Method: 1c. Fewer official complaints to Diversity Office</p> <p>Criterion for Success: The departments and divisions will demonstrate appropriate respect & reflect diversity</p>	<p>08/31/2008 - There were 0 official external (EEOC/TCR) complaints filed There were 39 official internal complaints filed.</p> <p>Result Type: Inconclusive</p> <p>Next Step: Add New Strategy</p>	<p>11/12/2008 - Departments are hosting retreats which include diversity training.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Admin - Division of the President - New Direction and strategies (FY08) - We will develop and implement new direction and strategies for the University.</p> <p>Outcome Types: Administrative - Fiscal Year 2008</p>	<p>Assessment Method: 1a. New Vice President will be hired</p> <p>Criterion for Success: Fill vacancy for VP for University Advancement</p>	<p>06/30/2008 - Vacancy not filled during this plan period.</p> <p>Result Type: Inconclusive</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>11/12/2008 - Will continue to solicit candidates for position.</p>
<p>Start Date: 06/01/2007</p> <p>End Date: 05/31/2008</p> <p>Outcome Status: No Longer Desired</p> <p>Strategies: 1. Continue to identify strengths & weaknesses of administrative and academic team as well as strengths & weaknesses of the university. 2. Search for a new Vice President for University Advancement. 3. Reorganize the various divisions to improve effectiveness and efficiency. 4. Review, centralize and improve efficiency in the research and sponsored projects processes. 5. Work with HOP Committee on HOP 1.1.1 process implementation.</p>	<p>Assessment Method: 2a. Dollar amount of external funding for research received by the university.</p> <p>Criterion for Success: The university will increase participation of faculty in research as evidenced by an increase in external funding by 5%.</p>	<p>11/07/2008 - Results for research expenditures for FY08 = \$8.4million an increase of 17% Research expenditures for FY 07= \$7.2 million</p> <p>Result Type: Criterion Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>11/12/2008 - We will continue strategies as they seem to be working.</p>
<p>3. Reorganize the various divisions to improve effectiveness and efficiency. 4. Review, centralize and improve efficiency in the research and sponsored projects processes. 5. Work with HOP Committee on HOP 1.1.1 process implementation.</p>	<p>Assessment Method: 3a. Work with HOP Committee on HOP 1.1.1 process implementation</p> <p>Criterion for Success: Policy process will be more efficient and transparent to university committee</p>	<p>11/07/2008 - Policy was approved by the UT System, uploaded to the UTPA website and is being utilized.</p> <p>Result Type: Criterion Met</p> <p>Next Step: Mark Outcome as Complete</p>	
	<p>Assessment Method: 1b. Divisions will submit organizational charts to reflect restructure.</p> <p>Criterion for Success: Organizational charts will reflect restructure</p>	<p>11/13/2008 - Charts reflect current structures</p> <p>Result Type: Criterion Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>11/13/2008 - Internalize process</p>
	<p>Assessment Method: 2b. Each college will submit a report on the progress of their college governance structure and faculty participation.</p> <p>Criterion for Success: Increase faculty participation in college</p>	<p>11/13/2008 - Reports submitted</p> <p>Result Type: Criterion Met</p> <p>Next Step: Continue Current Strategy(s)</p>	<p>11/13/2008 - Some colleges have adopted strategy as useful and others have not</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
	governance.	11/13/2008 - Reports submitted Result Type: Criterion Met Next Step: Continue Current Strategy(s)	11/13/2008 - Some colleges have adopted strategy as useful and others have not
Admin - Division of the President - Funding Support (FY08) - We will develop relationships to increase funding support for the university. Outcome Types: Administrative - Fiscal Year 2008 Start Date: 06/01/2007 End Date: 05/31/2008 Outcome Status: No Longer Desired Strategies: 1. Work with Foundation Board, meet with donors, cultivate prospects, initiate & follow up on proposals.	Assessment Method: Report on the performance will be submitted demonstrating progress and accomplishments. Criterion for Success: A defined role and plan, agreed upon with the president will be submitted by the VP with measureable goals articulated.	11/07/2008 - Upon the hiring of a new vice president measures will be determined for evaluating progress. Result Type: Criterion Not Met Next Step: Continue Current Strategy(s)	11/13/2008 - Continue hiring process
2. Guide new VP and support restructure of development effort. 3. Work with VP for Community Engagement to guide and focus efforts for the year.	Assessment Method: New development division will submit report on the total amount of new funds raised. This will be an increase of 5% over the previous year. Criterion for Success: The university will increase external funding by 5%.	11/13/2008 - Pending report Result Type: Inconclusive Next Step: Add New Strategy	11/13/2008 - Re-evaluate with new vice president
	Assessment Method: Report on progress of division Criterion for Success: Organizational chart developed	11/13/2008 - Still pending decision on the Division of Community Engagement VP Result Type: Inconclusive Next Step: Add New Strategy	11/13/2008 - Discuss options with Executive Committee