

The College of Science and Engineering Strategic Action Plan 2005 - 2006 Date Completed: February 7, 2005

Action Priority #1: Student learning outcomes assessment

Unit Goal #1: To provide, in The College of Science and Engineering, a variety of quality academic programs grounded in the liberal arts so as to cultivate active learning, critical thinking, and interdisciplinary perspectives.

Unit goal supports Institutional Goal Area #2: Teaching-Learning

Goal Statement: To educate a multicultural populace for life, work, and leadership in a global society through the provision of high quality bachelor's, master's, doctoral, and professional degree and certification programs.

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #1: One hundred percent (100%) of degreed programs in the College will implement a 2005-2006 student learning improvement plan, based on the 2004-2005 student learning outcomes assessments.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: One hundred percent (100%) of academic departments in the College will address the effectiveness of their student learning improvement plans in the 2005-2006 Annual Assessment Report due in June 2006.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Ensure the implementation of student learning improvement plans (SLIP) in all degreed programs.	CoS&E Dean, assistant and associate deans and department Chairs	None	Fall 2005	Memos, minutes, status reports
Revise and disseminate the guidelines and format for the 2005-06 annual assessment report to	Dean and assistant and associate deans	None	March 2006	AAR guidelines AAR template Memos and attachments

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
integrate the results achieved from implementing the student learning improvement plans.				
Ensure that all degreed programs in each department report to the chair the results achieved from implementing the student learning improvement plan.	Department Chairs	None	May 2006	Student learning improvement plan assessment reports (SLIPAR)

Action Priority #2: Time-to-graduation

Unit Goal #5: To provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

Unit goal supports Institutional Goal Area #1: Access and Success

Goal Statement: To extend the benefits of higher education to more people and improve student access and success by providing all qualified learners with the opportunity to have and pursue high educational aspirations and the financial, academic, and co-curricular support to fulfill their educational goals.

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #1: In fall 2005, each department in the college will conduct an assessment of time-to-graduation for degreed programs offered.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: In January 2006, the chairs will submit to the dean a report detailing the time-to-graduation baseline for each degreed program.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Disseminate instructions to deans and chairs for assessing time-to-graduation. Request that OIRE prepare a data set for time to	Dean and assistant and associate deans	None	September 2005	Memo to chairs

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
graduation for each department in CoS&E and a listing of the names and contact information of the students who have dropped out of each major.				
Monitor the progress of each department in conducting the assessment. Departments should contact the students who have dropped out to find dominant causes.	Department Chairs	None	Fall 2005	Status reports presented at CoS&E executive committee meetings

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #2: Each department in the college will develop an integrated plan for improving time-to-graduation in its degreed programs beginning in AY 2006-2007.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: By August 1, 2006, the dean will approve the integrated college plans for improving time-to-graduation or will request submission of revised plans by August 7, 2006.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Set deadline for each degreed program to submit improvement plan to department chair.	Dean	None	January 2006	Memos to department chairs and program coordinators
Submit integrated improvement plan for department to dean based on the data collected on the previous item.	Department Chairs	None	June 2006	Departmental improvement plans
Prepare integrated college plan.	Dean, assistant and associate deans	None	June 2006	Integrated college plan
Submit integrated department plan for improving time-to-graduation to Provost for approval.	Dean, assistant and associate deans	None	July 1, 2006	Official notification of approval or request for revision

Action Priority #3: Student success

Unit Goal #5: To provide effective student recruitment, development, retention, and placement programs designed to promote and serve a diverse student population.

Unit goal supports Institutional Goal Area #1: Access and Success

Goal Statement: To extend the benefits of higher education to more people and improve student access and success by providing all qualified learners with the opportunity to have and pursue high educational aspirations and the financial, academic, and co-curricular support to fulfill their educational goals.

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #1: By the end of October 2005, define student success and compile a list of factors that contribute to success.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: In November 2005, the dean of the college will disseminate the official definition of student success for the college and a list of factors contributing to student success in academic programs.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Appoint a task force composed of faculty, chairs and staff to draft a definition and identify factors. The data collected in the study of the dropouts from the college majors will form the basis of these factors.	Dean, assistant and associate deans	None	September 2005	Letters of appointment
Seek approval of the definition and list of factors.	Dean	None	October 2005	Minutes, memos

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #2: Each department in the college will review the official list of factors that contribute to student success and prepare an integrated plan for measuring student success in its programs beginning in September 2006.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: By August 15, 2006, the dean will approve the department plans for measuring student success or will request submission of revised plans by August 15, 2006.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Set deadline for departmental reviews of student success factors.	Department Chairs	None	January 2006	Memo to faculty
Set deadline for submission of departmental plans to measure student success in 2006-07.	Department Chairs	None	January 2006	Memo to faculty chairs
Prepare integrated department plan.	Department Chairs	None	July 2006	Department plans
Submit integrated departmental plan for measuring student success to Dean for approval.	Department Chair	None	July 2006	Official notification of approval or request for revision

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #3: In spring 2006, each academic support unit in the college will review the official list of factors that contribute to student success, examine its current efforts to enhance student success, and report its findings to the Dean.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: By May, 2006, each academic support unit in the college will report its efforts to enhance student success to the dean.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Set deadline for academic support units to review student success factors and examine current efforts to enhance student success.	Dean	None	January 2006	Memos to directors
Schedule dates for academic support unit directors to report to dean	Dean	None	January 2006	Memo to directors

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #4: In AY 2004-2005 the College of Science and Engineering will ask for Institutional Enhancement funding to conduct a study related to the retention of CoS&E students over the last 10 years. This study will include alumni, currently enrolled students and students formerly enrolled in one of the college’s degree programs; but will focus on students who have dropped out of their study programs. The study will seek answers that will improve the college’s student retention rate.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: By May, 2006, each academic support unit in the college will report its efforts to enhance student success to the dean.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Proposal to Institutional Enhancement asking for support to conduct a study on retention of the college’s majors	Dean, assistant and associate deans and department chairs	As per the proposal budget that will be part of the project; resources required will include funding for creation of and mailing of a college survey and college alumni newsletter, wages for student assistants, a room to house the college’s retention facility, and funding for a video and highlight posters for a CoS&E Success Hall of Fame	January 2006	Proposal to Institutional Enhancement
Request from OIRE, of a college alumni database and a database of current majors and former majors who have dropped out of their respective programs	Dean, assistant deans, and department chairs	None	August, 2005	Copy of college student major database

Action Priority #4: Research productivity

Unit Goal #3: To facilitate and reward excellence in scholarship, research, and/or creative activities for the enhancement of knowledge that can be shared with the public through presentation, publication, or performance.

Unit goal supports Institutional Goal Area #3: Research, Scholarship and Artistic Production

Goal Statement: To become the doctoral research university of South Texas through the discovery, development, dissemination, and application of knowledge, insight, and understanding through research, scholarship, and artistic activities that promote health, social well-being, and economic prosperity in the region and beyond.

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #1: Using data for AY 2004-2005, the dean will establish the baseline for the level of scholarly productivity per program per department.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: The official baseline for scholarly productivity by academic programs will be established by the Provost in December 2005.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Request chairs to submit 2004-05 data for programs on faculty productivity in the college by September 15, 2005.	Dean	None	September 2005	Memo to chairs showing template for data
Submit review data and prepare master spreadsheet of all college departments on faculty productivity.	Department Chairs	None	November 2005	2004-05 spreadsheet
Submit report to Dean	Department Chairs	None	November 2005	Report

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #2: Increase the level of research expenditures during AY 2005-2006 by 10% over AY 2004-2005.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: The Dean of the College and the Office of the Associate Vice President for Research will monitor the status of research expenditures throughout AY 2005-2006. In February 2006, the dean

and the Associate Vice President for Research will report the official figures for the level of research expenditures in AY 2004-2005 as the basis for determining the percentage of change for research expenditures in AY 2005-2006 compared to AY 2004-2005.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Conduct 2 grant-writing workshops per semester.	AVP Research/ Director of Sponsored Research/Dean	\$250.00	Fall 2005 Spring 2006	Official announcement Agenda for workshop List of participants
Conduct research forums.	AVP Research/ Director of Sponsored Research/Dean	\$500.00	Fall 2005 Spring 2006	Official announcement Agenda for forum List of participants
Host federal grants administrators on campus.	AVP Research/ Director of Sponsored Research/Dean	\$1,000.00	Fall 2005	Official announcement Schedule of meetings List of participants

[The measurable objective must express an expected outcome and include the performance indicator (quantitative/qualitative standard to achieve).]

Measurable Objective #3: Increase the level of overall external funding during AY 2005-2006 by 10% over AY 2004-2005.

[The method of assessment must describe the how, who, and when.]

Method of assessing achievement of measurable objective: The AVP for Research and the Dean's Office will track the proposals submitted and approved throughout AY 2005-2006. In February 2006, the dean and the AVP for Research will report the official figures for the level of overall external funding in AY 2004-2005 as the basis for determining the percentage of change for external funding in AY 2005-2006 compared to AY 2004-2005.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Promote the concept of a research culture.	Deans and Department Chairs	None	Ongoing	Memos, minutes, policies, reports Faculty and student engagement in research
Improve the capability of the departments and of the deans Office to support efforts to increase research capacity and productivity.	Deans and department chairs and the AVP Research/Director of Sponsored Research	Funding for additional staff, workshops, travel, staff training	Fall 2005	Budget allocations, reports of improvements, minutes, etc.

Strategies for Achieving Measurable Objective	Person(s) Responsible	New Resources Required	Target Date during 2005-06	Evidence of Achievement
Increase the level of support provided to the faculty by the Office of Research and Sponsored Projects.	Dean	Salary and office space for new full-time staff members [grant-writing and tech transfer positions]	Fall 2005	Memoranda of employment Administrative work plans
Support the professional development of the faculty as researchers.	Dean	Funding for workshops, speakers, travel	Fall 2005 Spring 2006	Professional development activities
Increase the number of faculty members in the college submitting a three-year plan for scholarship. This may not be the process if we go to the new Faculty Workload Policy.	Dean	\$160,000 in additional funds to hire adjunct faculty to replace released faculty	Fall 2005	Plans submitted
Provide space, equipment and materials for research activities.	Dean	Funding for research space, equipment, materials	Fall 2005	Space, equipment and materials provided
Recognize and reward faculty members for commitment to research activities through recognition activities, financial awards, and possible Super-Merit awards.	Dean	Local funding for awards	Ongoing	Awards presented Recognition activities

Timetable for the AY 2005-2006 Strategic Action Plan

The table below lists the deadlines for the key actions described in the measurable objectives, methods of assessment, and strategies of the strategic action plan. The abbreviations used in the third column refer to the original item in the action plan.

Abbreviations:

AP Action Priority
 MO Measurable Objective
 MoA Method of Assessment
 S Strategy

Time Frame	Action	Item in SAP
Fall 2005		
Fall semester	All degreed programs implement 2005-06 student learning improvement plan Each college conducts assessment of time-to-graduation in all degreed programs	AP1, MO1, S1 AP2, MO1
September	Office of the Provost disseminates instructions to colleges for assessing time-to-graduation Provost appoints task force to draft definition of student success Provost requests deans to submit 2004-05 data on scholarly productivity	AP2, MO1, S1 AP3, MO1, S1 AP4, MO1, S1
November	Office of the Provost disseminates official definition of student success and list of factors contributing to student success AVP Research submits report on 2004-05 scholarly productivity to Provost	AP3, MO1, MoA AP4, MO1, S3
December	Provost announces official baseline for scholarly productivity by academic programs	AP4, MO1, MoA
Spring 2006		
January	Deans submit time-to-graduation baseline report for all degreed programs Deans/chairs set deadline for degreed programs to submit time-to-graduation improvement plan to department Deans set deadline for departments to submit time-to-graduation improvement plan Deans set deadline for departmental reviews of student success factors	AP2, MO1, MoA AP2, MO2, S1 AP2, MO2, S1 AP3, MO2, S1

Time Frame	Action	Item in SAP
January (cont.)	Deans set deadline for submission of departmental plans to measure student success	AP3, MO2, S2
	Provost/AVPs set deadline for academic support units to review student success factors and examine current efforts to enhance student success	AP3, MO3, S1
	Provost schedules academic support unit reports on student success to PMG	AP3, MO3, S2
February	AVP for Research reports official figures for level of research expenditures for 2004-05	AP4, MO2, MoA
	AVP for Research reports official figures for level of external funding for 2004-05	AP4, MO3, MoA
March-April	Academic support units report efforts to enhance student success to PMG	AP3, MO3, MoA
May	Degreed programs in each department report results of student learning improvement plan to chair	AP1, MO1, S3
Summer 2006		
June	Academic departments address results of student learning improvement plans in 2005-06 annual assessment report	AP1, MO1, MoA
	Academic departments submit time-to-graduation improvement plan to dean	AP2, MO2, S2
July	Colleges submit 2006-07 integrated plan for improving time-to-graduation in degreed programs	AP2, MO2, S4
	Colleges submit 2006-07 integrated plan for measuring student success in all programs	AP3, MO2, S4
August 8	2006-07 integrated college plans for improving time-to-graduation approved by Provost	AP2, MO2, MoA
August 15	2006-07 integrated college plans for measuring student success approved by Provost	AP3, MO2, MoA