

**Texas A&M International University
Annual Institutional Effectiveness Review (AIER)
for Administrative or Educational Support Units**

Unit Name:

Office of Grants Resources

Unit Type:

Administrative Unit

Educational Support Unit

Assessment Period Covered:

March 1, 2008 to January 31, 2009

Unit Coordinator (Preparer of Report):

Cristina Hernandez, Director

List Other Report Contributors (if applicable):

The annual review is directed at the following goals of the Texas A&M International University 2006-2010 Strategic Plan. Please list goals below:

Goal 2 Research – Strengthen and expand faculty and student research and scholarship.

Institutional Mission

Texas A&M International University, a Member of The Texas A&M University System, prepares students for leadership roles in their chosen profession in an increasingly complex, culturally diverse state, national, and global society ... Through instruction, faculty and student research, and public service, Texas A&M International University embodies a strategic point of delivery for well-defined programs and services that improve the quality of life for citizens of the border region, the State of Texas, and national and international communities.

Administrative or Educational Support Unit Mission

The Office of Grant Resources (OGR), a unit within the Office of Graduate Studies and Research supports faculty and staff in securing external funds from public and private agencies. Emphasis is placed on securing external funds to achieve the University's priorities. The OGR supports the contract and grant writing activities of the faculty and staff through all stages of the project - from the initial planning through project completion. We encourage faculty and staff to utilize our web site to pursue their research and grant interests, identify funding sources, and learn more about the proposal submission process.

Provide summary of the last cycle's use of results and changes implemented

This statement should specify if the outcomes addressed were a continuation of previous ones, new outcomes, or modified versions of previous outcomes. In addition, the statement should include a concise analysis of the assessment data collected during the previous year, a brief explanation of actions taken to address specific outcomes, an evaluation of how these actions contributed to the improvement of the unit, and any recommendations formulated. Assessment data must be viewed and discussed by the unit during this process.

Last cycle results were used to establish the FY 2008 unit's objectives. In addition, results were used to revise the strategic plan for the unit, streamline internal processes, communicate and update the OGR web page, and update the Unit Handbook.

List of unit-level outcomes

It is recommended that units rotate through their entire set of outcomes over a multi-year period. Units may focus on one or two outcomes each year, as deemed appropriate.

1. Increase participation of faculty and staff in sponsored research and program projects.
2. Increase faculty and staff awareness of the grant development process.

Section I: Planning and Implementation

Outcome(s): *Identify the outcome(s) that will be focused upon this year.*

1. Increase participation of faculty and staff in sponsored research and program projects.

Methods of assessment to be used:

Identify and describe the type of assessment(s) that will be used and how the data will be obtained. During this assessment period, has your unit used any of the following measures for assessment of outcomes? Indicate “Y” if currently being used; “N” if not currently being used but interested in using; and “NA” if not applicable.

Type of Measure	Y	N	NA	Specify which type of measure was used and what outcome the measure was applied to:
<u>Volume of Activity:</u> (Number of clients served, circulation data, etc.)	Y			OGR's Proposal Log Report (count/tally)
<u>Efficiency:</u> (Turnaround time for filling requests, timely service or prompt response, etc.)	Y			OGR Service Assessment Survey
<u>Service Quality:</u> (Error rates, accuracy of information provided, etc)				
<u>Client Satisfaction Survey</u> (Student, employer, alumni, customer, etc.)	Y			OGR Service Assessment Survey
<u>Feedback:</u> (Suggestion box, focus groups, evaluation forms, etc.)	Y			OGR Service Assessment Survey
<u>Review of existing data:</u> (Routine records or reports, institutional data, audits, etc.)	Y			OGR Annual Report

Staff discussions or evaluations of services to clients	Y			Minutes of staff meetings
Standards/guidelines provided by professional associations				
Standards set by federal, state, county, city or system regulations	Y			Program guidelines – OMB Circulars
External evaluations or auditors				
Benchmarks or comparisons with peer institutions				
Other				

Criteria/Benchmark(s):

Specify, if deemed appropriate to assess outcome(s). Criteria/ benchmark(s) may be optional, especially if qualitative measures are used for data collection.

To increase from 62 to 70 the number of faculty and staff participating in sponsored research and sponsored program projects

Section II: Analysis of Results

What were the results attained?

Describe the primary results or findings from your analysis of the information collected. Were the results used to improve the unit services or operations? Please specify:

The data collected indicated that for FY 2007-2008 there were a total of 85 grant applications submitted representing a 35% increase from the previous year with a total request of \$28,666,536. Of the total submissions, 56% were research and/or research related projects. The indicator of proposal traffic is both the number of awards, even though the dollar amount request may vary from year-to-year.

What were the conclusions reached?

Include a brief description of the procedure used for reaching the conclusion(s) based on the evidence collected and describe the process used to disseminate the information to other individuals. For example, if the discussion took place during the annual retreat, include a summary from those deliberations using the Meeting Minutes template found on the Project Integrate web page at <http://www.tamtu.edu/integrate/docs/Minutes-Template.doc>. Once completed, submit the minutes to assessment@tamtu.edu.

The results were discussed with immediate supervisor, Dr. Brown during the unit's staff meeting, on August 27, 2008. Results were also presented to the Executive Council on September 8, 2008 and disseminated to the University community at large through the Annual Report and the OGR webpage .

Describe the action plan formulated. (The plan may be multi-year in nature.)

Based on the conclusion(s), describe the action plan to be implemented to improve or maintain unit services and operations, including resources needed and a timeline for implementation.

Maintain unit services and operation at current level.

Section III: Resources

Resource(s) to implement action plan:

Describe the resources that will be needed to implement the action plan. Also indicate if the resources are currently available, or if additional funds will be needed to obtain these resources.

Funding

New Resources Required

- Reallocation of current funds

Physical

- New or reallocated space

Other

- Primarily faculty/staff time
 University rule/procedure change only

Provide a narrative description and justification for requested resources (include linkage to Strategic Plan – or Compact, if relevant)

Additional funds are needed for the daily operations of the unit. Funds are necessary to continue providing high quality services to University community in their pursuit of securing external funding. Funds are need to increase unit's activities such as number of seminars & conferences provided by the unit, contract top-notch speakers, provide staff with professional development, travel to seminars and conferences, and salary merit increases.

Identify proposed outcomes for the next assessment cycle:

Continuation of present outcome(s) – (Indicate reason for continuation):

Continuation of present outcomes

New Outcome(s) – (List outcomes below):

Modification of present outcome(s) – (Indicate reason for modification):

Date Completed:

February 5, 2009

Submit completed form to integrate@tamiu.edu.