

Texas A&M International University Annual Institutional Effectiveness Review (AIER)

Date Submitted January 31, 2006

Assessment Period Covered (2006)

Academic Program/AES Unit Office of Graduate Studies & Research

Person(s) Preparing Review Jeffrey M. Brown

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

N/A - new unit

Section I: Planning and Implementation
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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.

Academic Program or Administrative/Educational Support Unit Mission

The Office of Graduate Studies at Texas A&M International University provides leadership, coordination, and support services to the academic departments and colleges in the promotion and administration of the university's array of master's programs and selected doctoral programs.

The graduate programs are committed to prepare outstanding scholars and leaders in the humanities and fine arts, physical, biological and social sciences, and in the business, education, and health care professions.

The graduate programs, in keeping with the university's mission, maintain a focus on global study and internationalization, while concurrently delivering programs and graduates that improve the services and quality of life for citizens of the community and border region and the State of Texas.

Identify outcomes and the relationship to Strategic Plan

Outcome 1

Is this outcome related to writing (QEP)?

Students should not experience complications (e.g., timeliness of responses, clarity of correspondence, etc.) when applying for Graduate Studies at Texas A&M International University [Note: 'complications' is intentionally open ended to capture the most information. Moreover, this allows for the capture of unexpected comments.]

Identify Strategic Plan Goal related to Outcome 1

Goal 1 Academics

Identify Strategic Plan Objective related to Outcome 1

Objective 1.1 - Attract, admit, enroll, and advise a diverse student body through a comprehensive enrollment management and advisement process that involves timely, accurate information and services.

Objective 1.8 - Provide support programs, services, and activities that promote student learning and enhance student development.

Identify methods of assessment to be used

Locally developed questionnaire - "Office of Graduate Studies & Research - Admissions Application and Process"

Indicate when assessment will take place

Annual

Criteria/Benchmark

85% of the respondents will rate their experience with the graduate application process as very satisfied or satisfied.

Outcome 2

Is this outcome related to writing (QEP)?

Students should not experience complications (e.g., timeliness of responses, clarity of correspondence, etc.) when applying for a Lamar Bruni Vergara Scholarship and/or Assistantship [Note: 'complications' is intentionally open ended to capture the most information. Moreover, this allows for the capture of unexpected comments.]

Identify Strategic Plan Goal related to Outcome 2

Goal 1 Academics

Identify Strategic Plan Objective related to Outcome 2

Objective 1.1 - Attract, admit, enroll, and advise a diverse student body through a comprehensive enrollment management and advisement process that involves timely, accurate information and services.

Objective 1.8 - Provide support programs, services, and activities that promote student learning and enhance student development.

Somehow Objective 2.3 - Broaden the educational experience of students through the support of student research/scholarship and student participation in faculty research/scholarship.

Identify methods of assessment to be used

Locally developed questionnaire - "Office of Graduate Studies & Research - LBV Application and Process"

Indicate when assessment will take place

Annual

Criteria/Benchmark

85% of the respondents will rate their experience with the Lamar Bruni Vergara application process as very satisfied or satisfied.

Outcome 3

Is this outcome related to writing (QEP)?

Application materials (both admissions and Lamar Bruni Vergara) will be functional.

Identify Strategic Plan Goal related to Outcome 3

Goal 1 Academics

Identify Strategic Plan Objective related to Outcome 3

Objective 1.1 - Attract, admit, enroll, and advise a diverse student body through a comprehensive enrollment management and advisement process that involves timely, accurate information and services.

Objective 1.8 - Provide support programs, services, and activities that promote student learning and enhance student development.

Identify methods of assessment to be used

Locally developed questionnaires - "Office of Graduate Studies & Research - Admissions Application and Process" and "Office of Graduate Studies & Research - LBV Application and Process"

Indicate when assessment will take place

Annual

Criteria/Benchmark

85% of the respondents will rate their experience with the application(s) as very satisfied or satisfied.

Section II: Analysis of Results

When (term/date) was assessment conducted?

Outcome 1

Annual - rolling basis

Outcome 2

Annual - rolling basis

Outcome 3

Annual - rolling basis

What were the results attained (raw data)?

Outcome 1

Of the 45 respondents, 38 (84.4%) were very satisfied and 6 (13.3%) were somewhat satisfied with the services provided by OGSR.

Outcome 2

Of the 45 respondents, 32 (72.7%) were very satisfied and 10 (22.7%) were somewhat satisfied with the Lamar Bruni Vergara application process

Outcome 3

Of the 45 respondents, 41 (91.1%) were very satisfied and 3 (6.7%) were somewhat satisfied with the application materials (both admissions and Lamar Bruni Vergara)

Who (specify names) conducted analysis of data?

Outcome 1

Jeffrey M. Brown

Outcome 2

Jeffrey M. Brown

Outcome 3

Jeffrey M. Brown

When were the results and analysis shared and with whom (department chair, supervisor, staff, external stakeholders)? Submit minutes with data analysis to assessment@tamiu.edu (Please use Minutes Template located on the **Project INTEGRATE web page.)**

Shared and discussed with staff at a weekly staff meeting

NOTE: Submit all assessment documentation (i.e., surveys, rubrics, course exams with embedded questions, etc.) to the Office of Institutional Effectiveness and Planning.

Use of Results: Indicate whether criteria were met/not met and what changes, if any, have been identified based on the data collected?

Outcome 1

Met **Not Met**

Provide narrative: Of the 45 respondents, 38 (84.4%) were very satisfied and 6 (13.3%) were somewhat satisfied with the services provided by OGSR

Outcome 2

Met **Not Met**

Provide narrative: Of the 45 respondents, 32 (72.7%) were very satisfied and 10 (22.7%) were somewhat satisfied with the Lamar Bruni Vergara application process

Outcome 3

Met **Not Met**

Provide narrative: Of the 45 respondents, 41 (91.1%) were very satisfied and 3 (6.7%) were somewhat satisfied with the application materials (both admissions and Lamar Bruni Vergara)

How have these data-based changes improved your program/unit?

Some of the individual comments have been used to enhance our customer service

Section III: Programmatic Review

Are resources affected by the changes identified in Section II? Yes No

If so, specify the effect(s) using the chart below:

Funding	Physical	Other
<input checked="" type="checkbox"/> New resources required	<input type="checkbox"/> New or reallocated space	<input type="checkbox"/> Primarily faculty/staff time
<input checked="" type="checkbox"/> Reallocation of current funds		<input type="checkbox"/> University rule/procedure change only
		<input type="checkbox"/> Other: Enter text here

Provide a narrative description and justification for requested resources (include linkage to Strategic Plan)

Additional resources are required for the following:

1) Reallocation of a portion of the set-aside scholarship monies (\$225,000) to support non-LBV Graduate Assistants. These new Graduate Assistants will be distributed through the new internal sponsored research plan. [Goal 1: Objective 1.1 and 1.8; Goal 2: All Objectives]

2) Recruiting - \$5,000-\$10,000 Travel and an additional \$5,000-\$8,000 M&O for materials, brochures and fliers [Goal 1: Objective 1.1 and 1.8]

3) Additional Graduate Admissions staff (\$34,000) - This position is needed to facilitate the timely processing of graduate applications while also continuing the migration of graduate admissions from the Office of Admissions to the Office of Graduate Studies & Research. [Goal 1: Objective 1.1 and 1.8]

4) Additional Travel for OGSR - Currently OGSR does not have a travel budget/allocation. Thus, the extensive travel related to both Graduate Studies and Grant initiatives currently comes from the OGSR general M&O budget. [Goal 1: Objective 1.1 and 1.8]

Identify proposed outcomes for the next assessment cycle:

Continuation of present outcome(s) – (Indicate reason for continuation):
Given that OGSR is a new unit we only have data for one year. Thus we have no comparative data. Moreover, we would like to focus on increasing the number of respondents before modifying the measurement instrument.

New Outcome(s) – (List outcomes below):
none

Modification of present outcome(s) – (Indicate reason for modification):
none other than broader distribution of measurement instrument

****** This section to be completed by dean/director/vice-president ******

Are resources requested a priority for the academic program/AES unit?

Yes No

Comments:

If funding, physical or other resources were requested, what is the impact of the budget decisions on the academic program/AES unit?