

**Unit Effectiveness Plan for 2001-2002**  
**Department(Unit): Curriculum and Instruction**  
**College (Division): Dean - School of Education**

<b>Unit Mission or Purpose:</b>						
The mission of the Department of Curriculum and Instruction is to develop and deliver an educational program that ensures its students are prepared for successful careers in the areas of teaching, and to be a recognized contributor in the areas of basic and applied research dealing with general, as well as specific, areas of curriculum and instruction. Through effective teaching, quality research, and meaningful service, the Department is committed to the advancement of teaching and learning for all people.						
<b>Articulation of how unit mission/purpose relates to University mission:</b>						
The School will pursue knowledge, truth and excellence in a student-centered academic community. The School will build educational alliances to advance lifelong learning well into the 21st century based upon a foundation of shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility.						
<b>Intended outcome</b>	<b>Related Institutional Goal/Objective/Strategy</b>	<b>Action Steps</b>	<b>Method of Assessment (Who, What, When)</b>	<b>Results of Assessment</b>	<b>Proposed Changes and Recommendations for Improvement</b>	<b>Resources Needed for Proposed Changes</b>
1. All undergraduate and graduate students seeking initial teacher certification will acquire the knowledge and skills in the areas of 1) understanding learners, 2) enhancing student achievement, and 3) understanding the learning environment necessary to pass the ExCET professional development examination required for the Texas Teaching Certificate.	Goal 1: The University of Texas at Arlington will provide an environment that fosters broad-based education as well as professional studies designed to facilitate successful careers, personal development, and community service.  Objective 1.3: To promote and support a student-centered academic community that enables students to achieve their educational goals.	Hold regular discussions with faculty concerning oversight committee recommendations.  Consultant Dr. Omar Lopez will work with faculty and adjuncts on how to incorporate competencies and practice ExCET questions in coursework.  Implement suggested follow-up training sessions.  Hold celebration sessions after each ExCET test.	Information will be obtained from State Board of Educator Certification after each ExCET test administration and shared with all faculty on student's performance.  Faculty will be surveyed to effectiveness of workshops with Dr. Lopez.  Syllabi will be evaluated in Fall 2001 and Spring 2002 for incorporation of ExCET competency activities.	Results of Assessment 95% of 294 students passed Professional Development Elementary ExCET 89% of 216 students passed Professional Development Secondary ExCET 94% of 306 students passed Elementary	While all (100%) of students did not pass, % passing increased for PD E, stayed the same for EC, and fell 1% for PD S.  Increase number of practice test and review sessions available for students to attend.  Train mentors to tutor students	Additional staff person is needed to assist in practice test administration and score analysis.  Money to use as stipends to train and pay mentors who can tutor students on new TExES exams.

		<p>Implement peer tutoring program.</p> <p>Implement Nelson-Denny reading tutorial software program.</p>	<p>Students will be surveyed in March 2002 on level of ExCET preparation activities conducted in classes.</p>	<p>Comprehensive ExCET</p> <p>Intended Outcome Achieved:  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement:  UEP coordinator, interim department charity, ExCET coordinator, faculty members</p>		
<p>2. Increase the working knowledge of undergraduate and graduate students seeking initial teaching certification in the areas of understanding how content is related to job demands, understanding school systems, better planning for effective instruction, and being more comfortable in the role of future teacher.</p>	<p>Goal 3: The University of Texas at Arlington will strive to meet the lifelong educational needs of all members of the community.</p> <p>Objective 3.1: To develop continuing educational programs for individuals at all levels.</p>	<p>Plan an "inquiry semester program" that replaces the current internship semester.</p> <p>Work with area school district to jointly implement the program in two elementary and 2 middle schools.</p> <p>Work regulary with Math, Science, Social Studies, and English teachers in these schools who will help teach the classes.</p> <p>Conduct student forums to talk with students about the</p>	<p>Evaluation committee will prepare data collection instruments to address this outcome by February 2002. These instruments will include knowledge and performance assessments. Students will perform self-assessment and mentors / instructors will provide performance assessment evaluation.</p> <p>Similar data will be collected on students not in the "inquiry" semester program.</p>	<p>Results of Assessment 100% of students surveyed stated they learned more from the more organized, consistent field-based approach of the inquiry semester. 100% of students surveyed stated they learned how to conduct team planning and curriculum evaluation and</p>	<p>Increase resources in school. School facilities were limited.</p> <p>Increase number of students at undergraduate level.</p> <p>Devise way to compensate mentor teachers.</p>	<p>Work with UTA and AISD personnel to arrange more classroom space in public schools to be used as university classrooms.</p> <p>Funds to help in marketing program to potential undergraduate and graduate students.</p>

		program.	<p>Students, UTA faculty, and school district faculty and administrators will be surveyed in March 2002 as to the effectiveness of the program.</p>	<p>therefore were confident in their preparation for teaching.</p> <p>Data from students not in inquiry semester indicated they lacked opportunities to experience team planning and a wide range of field experiences.</p> <p>Principals surveyed liked the consistency of student availability in the school.</p> <p>Mentors surveyed felt students were more self-reflective and better able to self-evaluate their teaching.</p> <p>Intended Outcome Achieved:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations</p>		<p>Funds to serve in compensating mentor teachers for co-teaching and working with UTA students.</p>
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				for Improvement: UEP coordinator, interim department chair, Field-Experiences Director, faculty members  Proposed Improvements:		
3. Each faculty member will be involved in at least one ongoing major service activity that enhances the Department (e.g. recruiting bilingual students into the program, tutoring students on the ExCET)	<p>Goal 4: The University of Texas at Arlington will support an environment conducive to basic and applied research and creative activity, and the acquisition, preservation, and dissemination of knowledge.</p> <p>Goal 6: The University of Texas at Arlington, in partnership with the broader community, will contribute to dynamic and continuing economic, social, and cultural development.</p>	<p>Communicate to faculty members the objectives for 00-02.</p> <p>Meet regularly with faculty to discuss their service activities.</p>	<p>Evaluation committee will collect and analyze data during April 2002.</p> <p>Report will analyze data on an individual faculty member basis.</p>	<p>Results of Assessment</p> <p>100% of 16 full-time faculty were involved in service activities that helped the department.</p> <p>40% of faculty surveyed expressed significant concern over the amount of time spent in service activities.</p> <p>30% of faculty expressed lack of computer upgrades, software availability, and access to student data limited their ability to be more effective in their service activities.</p>	<p>Conduct evaluation of service activities required by department as to amount of time needed and priority of these activities.</p> <p>Communicate with faculty about hardware and software needs.</p>	<p>Funds to provide course release for faculty working on special service projects.</p> <p>Funds to provide new faculty with computer (currently pulling computers from student labs) and provide ongoing computer upgrades.</p>

				<p>Intended Outcome Achieved:  <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement:  UEP coordinator, interim department chair, faculty members</p>		
<p>4. Graduate students will take an active role in taking information about research learned in graduate courses back to their representative campuses.</p>	<p>Goal 4: The University of Texas at Arlington will support an environment conducive to basic and applied research and creative activity, and the acquisition, preservation, and dissemination of knowledge.</p> <p>Goal 6: The University of Texas at Arlington, in partnership with the broader community, will contribute to dynamic and continuing economic, social, and cultural development.</p>	<p>Communicate outcome to students and faculty.</p> <p>Hold regular meetings with faculty to discuss how to create, develop, and prepare assignments where what students learn would benefit their professional classrooms and schools.</p> <p>Meet with Teacher Education Council representatives from various school districts from which our students come to discuss how research findings can be better integrated in schools.</p>	<p>Graduate students will be assessed by faculty members and university supervisors in March 2002 as to the graduate students' participation in district research discussions and their active implementation of research finding in their classes and schools.</p> <p>School representatives in various districts will be surveyed in March 2002 concerning our graduate students involvement in research integrated activities.</p>	<p>Results of Assessment Surveys identified the lack of time and the compacted curriculum in public schools prevented involvement of campus faculty in research discussion.</p> <p>Intended Outcome Achieved:  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made</p>	<p>TEA grant has been received to implement a Research Circle Program.</p> <p>Discuss in faculty meetings how to assist in grant activities.</p>	<p>None at this time.</p> <p>Faculty support for grant activities will ensure success of program</p>

				Recommendations for Improvement: UEP coordinator, Director of Action Research, interim department chair		
5. Increase the number of graduate students who pursue a Doctoral program by 25%.	Goal 4 The University of Texas at Arlington will support an environment conducive to basic and applied research and creative activity, and the acquisition, preservation, and dissemination of knowledge.	Faculty will discuss on a regular basis how students will benefit from continuing their education beyond the Master's level.  Faculty will develop a campaign of information to be delivered during November 2001 and February 2002 focusing on Doctoral programs.	A survey of students will be conducted in September 2001 to serve as a pre-test measure.  Students will be surveyed in March 2002 concerning their desire to continuing their education beyond the Master's level.  Data will be gathered form area and state-wide doctoral programs to determine how many UTA graduates are enrolled.	Results of Assessment In Sept, 21% of graduate students surveyed indicated interest in pursuing a Dr. degree. In March, 30% of students surveyed indicated interest in Dr. degree.  15 former UTA Master's degree students were identified as being in various Doctoral program.  Intended Outcome Achieved: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement: UEP coordinator,	Continue to develop Doctoral program and counsel students to pursue Doctoral degrees.  More actively engage graduate students in research opportunities.	Dedicated computer lab space with SPSS programs for ongoing student use.  Additional full-time faculty member to teach research courses and to support faculty research.  Advertising dollars to recruit graduate students interested in becoming researchers.

				interim department chair, faculty members		
<p>6. Students seeking their Master's of Education degree via the Internet will receive adequate communication, instruction, and interaction opportunities to successfully acquire the knowledge, attitude, and skills taught in traditional classrooms.</p> <p>95% of students will report satisfaction with their distance education courses.</p>	<p>Objective 1.3 To promote and support a student-centered academic community that enables students to achieve their educational goals.</p>	<p>Course developers will meet regularly to discuss curricular and instruction issues.</p> <p>All course developers will attend meetings of distance education.</p> <p>Provide ongoing feedback system during courses to address problems and issues.</p>	<p>Students will be surveyed in March 2002 concerning their satisfaction with Internet coursework.</p> <p>Data will be collected on how many student completed their courses and the grades they received.</p>	<p>Results of Assessment 85-90% of students completed telecampus courses.</p> <p>No student has completed all hours on-line for Master's degree.</p> <p>Grade distribution is slightly lower for on-line courses than for in-class courses.</p> <p>85% of students are satisfied with overall Telecampus course experience.</p> <p>Students expressed concern with registration with Telecampus and navigation in Prometheus platform.</p> <p>Faculty cited lack of time management as students' main</p>	<p>Increased communication to students about time management issues.</p> <p>Incentives to distance education faculty members to continue involvement with Telecampus courses.</p>	<p>One additional faculty member devoted to Masters Distance Education program.</p> <p>Reduction in class size sections for faculty members.</p> <p>Computer upgrades for faculty members teaching Telecampus courses.</p> <p>Stipends to assist faculty members in high-speed access to the Telecampus from their home computers.</p> <p>Incentives for faculty to develop additional courses for internet delivery, either through the</p>

				<p>problem with Telecampus course, difficulty of access telecampus from their home computer and class size as their main concerns.</p> <p>Intended Outcome Achieved:  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement: UEP coordinator, Distance Education faculty members, interim department chair</p> <p>Proposed Improvements:</p>		Telecampus or through WEB CT.
7. All full-time faculty members will attend and participate in at least 2 professional conferences.	Goal 4 The University of Texas at Arlington will support an environment conducive to basic and applied research and creative activity, and the acquisition, preservation, and dissemination of	Communicate to faculty members the objectives for 00-02 regarding conference attendance and participation.  Meet with faculty members to discuss conference plans.	Data will be collected in April 2002 regarding conference attendance and participation.  Data will be reported on an individual faculty member basis.	Results of Assessment 56% of 16 full-time faculty members attended and participated in professional conferences. All faculty	Continue to support faculty in their efforts to attend and participate in conferences.	Additional moneys to support faculty travel to conferences.

	<p>knowledge.</p> <p>Goal 6 The University of Texas at Arlington, in partnership with the broader community, will contribute to dynamic and continuing economic, social, and cultural development.</p>			<p>members expressed concern about their limited travel budget.</p> <p>Intended Outcome Achieved:  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement:          UEP coordinator, interim department chair, faculty members</p>	
<p>8. Students seeking initial teaching certification will demonstrate increased proficiency in their writing skills.</p>	<p>Goal 1 The University of Texas at Arlington will provide an environment that fosters broad-based education as well as professional studies designed to facilitate successful careers, personal development, and community service.</p> <p>Objective 1.3 To promote and support a student-centered academic community that enables students to achieve their educational goals.</p>	<p>Hold discussions with faculty concerning how to promote students' improvement in their writing skills.</p> <p>Evaluative checklist will be developed by which faculty will evaluate student writing skills.</p>	<p>Faculty will fill out an evaluative checklist concerning specific student writing skills.</p> <p>Data will be collected from the UTA Writing Center concerning how many Education students make use of their services.</p> <p>Faculty syllabi will be collected in March 2002 and evaluated on how faculty are enhancing students' writing skills.</p>	<p>Results of Assessment Summary data were not kept at the Writing Center as to Education student usage.</p> <p>Faculty indicated 80% of students demonstrate sufficient proficiency in writing skills.</p> <p>Faculty identified students weakest in the areas of</p>	<p>Work with faculty members to align specific course activities to specific writing skills.</p> <p>Ensure all syllabi include information about the Writing Center.</p> <p>None at this time.</p>

				<p>supporting a position using logic with adequate justification and grammar.</p> <p>All syllabi contained student writing activities and expectations for student writing.</p> <p>However, targeted writing skills were not identified.</p> <p>80% of syllabi contained notification to students about the Writing Center.</p> <p>Intended Outcome Achieved:  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement:  UEP coordinator, interim department chair, faculty members</p>		
9. Students seeking initial teaching certification will	Goal 1 The University of Texas at	The Director of Educational Technology will hold	Students will be evaluated in March 2002 as to their	Results of Assessment	Additional computers and	Additional 2 computer labs

<p>increase their proficiencies in each of following component areas of the technology essential knowledge and skills curriculum:</p> <p>Foundational knowledge of how computers work.</p> <p>How to acquire information using computers.</p> <p>How to use computers to solve problems.</p> <p>How to communicate using computers.</p>	<p>Arlington will provide an environment that fosters broad-based education as well as professional studies designed to facilitate successful careers, personal development, and community service.</p> <p>Objective 1.3 To promote and support a student-centered academic community that enables students to achieve their educational goals.</p>	<p>regular meetings with technology instructors concerning issues regarding training students in technology courses.</p> <p>Syllabi of technology courses will reflect activities and assignments in all proficiency areas.</p> <p>Technology faculty will select specific outcomes within each proficiency area for outcome assessment.</p>	<p>abilities to perform the intended outcomes identified by the faculty in each of the four component areas.</p> <p>Faculty will be surveyed in March 2002 regarding their instruction planning activities and endeavors to provide up-to-date technological instruction.</p>	<p>97% of 1300 students successfully completed intended outcomes.</p> <p>Faculty expressed great concern in meeting the teaching needs for so many students.</p> <p>Intended Outcome Achieved:  <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Person(s)/Group Who Evaluated Results and Made Recommendations for Improvement:  UEP coordinator, technology faculty members, interim department chair</p>	<p>additional faculty</p>	<p>with 20 computers in each lab.</p> <p>Additional 4 full-time faculty positions.</p> <p>Additional computer technician.</p> <p>Replace the 30 computers in laboratory that are over 3 years old.</p>
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