

**Assessment Report Matrix  
University of North Texas**

**Department/Unit:** College of Education Dean's Office

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**Person Completing the Form:** M. Jean Keller

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**Mission:** The UNT College of Education mission is *to develop the human capacity* – cognitively, socially, emotionally, and physically – in our students and, ultimately, in the society they serve. College faculty contribute to achieving the mission by expanding knowledge through research, publication, and service. The COE Dean's Office functions to provide leadership in academic affairs, educator preparation, enrollment management, fiscal administration, outreach, research and professional development.

	<b>Expected Outcomes</b>	<b>Assessment Tools/Measurement</b>	<b>Assessment Results</b>	<b>Changes Based on Results Taken</b>	<b>How Do Changes Help UNT Meet its Vision and Support Student Learning?</b>
1.	Academic programs are current and relevant.	At least two meetings of undergraduate and graduate curriculum committees are conducted annually.  Student follow-up survey is conducted annually.  Employer survey is conducted bi-annually.	Each year in the COE annual report identifies the number of curriculum changes are identified.  Students requested increases in web-based courses to reduce the time spent commuting to campus.	Created a Task Force to review all forms of distance education offered by the COE.  On-going review of curriculum by faculty, students, and employers.	Courses are reported to be of quality and are being refined regularly to meet students needs.  Distant education helps the COE be the leading COE in the region and beyond.
2.	At least 92% of students seeking teacher certification pass the TExES.	ExCET/ TExES scores are reported annually.	Each year the scores are presented by title of test, overall pass rate, and by gender, race, and ethnicity.  The College of Education has been fully accredited every year since 1996.	The Teacher Education Governance Structure was redesigned so committees could review the TExES results and make curricula changes in a timely manner.  A TExES Advising Office was created with staff support to help students and faculty with the TExES exams.  TExES success Committee established to help students successfully pass TExES.	To help all students successfully pass the ExCET/TExES.  Improve student learning and performance.

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3.	College operates within its allocated budget.	Annual reporting and review of colleges, expenditures and incomes.	COE Executive Committee annually reviews various sources of income, expenditures, and outcomes by departments and Dean's Office.	COE reallocates faculty and staff positions.  COE alters distribution of M & O funding to units.  COE increases and reduces course fees.  COE allocates HEAF funds through a review process by the Executive Committee.	The college has continued to increase in the number of semester credit hours produced while maintaining strong faculty scholarship and research. These same productive faculty and staff provide strong service at all levels with limited increases in financial recourses to COE.
4.	College has appropriate and adequate space.	The College accepts space request from Departments and units on an on-going basis.  An external space review was conducted.	Space assessment and utilization completed by UNT Physical Plant 2000.  Space assessment completed by consultant from Texas A & M University in 2003.	COE Dean is working with Associate Vice President for Academic Affairs to obtain additional space to address the deficiency of space noted in the consultants report.  Room 178 Stovall was awarded to COE.  Space in the Coliseum was awarded to COE.	Additional space is being requested and secured for faculty, staff, and students to achieve vision and meet the students' needs.
5.	College administration seeks input from faculty, staff, students, and other stake holders.	Fall and Spring meetings with faculty, staff, and students are held.  Student follow survey is conducted each year.  Suggestion boxes are located in all departments and submissions are reviewed and considered monthly.  Follow up on verbal and written recommendations takes place on an on-going basis.	Requested additional SAO advisors.  Staff requested luncheon.  Requested person to help with research and copying.  Ideas on faculty rewards were shared.	Added two advisors to SAO.  Hosted luncheon for staff to get better acquainted.  Employed student worker to help with copying.  Assigned Diversity Scholar to help faculty locate grant funding.  Ideas on faculty rewards shared with Provost. Provost reported faculty ideas to the President.	Preparation of student degree plans are completed within 6 weeks.  Approximately 75% of staff participated in a luncheon.  Student helps faculty with journals and copying and faculty are more productive in scholarly activities.  Faculty and staff are alerted to grant opportunities on a regular basis.

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6.	College works within its charter and governance system.	Annual review of procedures and charter are conducted.	Faculty Assembly Committee reviews charter and works with faculty and Dean and changes as needed.  Amendments to charter will be requested in 2004.	Creation of a charter committee on diversity will be voted on in the Spring, 2004.  Committee on Enrollment Management will be altered due to difficulty in obtaining a quorum.	Revisions to charter promote greater faculty participation and engagement in faculty governance to support the UNT's and COE's mission and vision.
7.	College maintains national and state accreditations in teacher preparation, counseling, and recreation programs.	Annual review and maintenance follow up of each nationally accredited programs.	Texas State Board for Educator Certification.  National Council for Accreditation of Teacher Education.  Council for the Accreditation of counseling and Related Educational Programs.  AALR – NRPA Recreation and Leisure Studies Accreditation.  All accreditations are current.	Annually programs provide updates to accrediting bodies and revise program and procedures accordingly.	Program accreditation affirms programs are meeting standards and regularly peer reviewed. Program accreditation brings national, regional, and state recognition.
8.	College works toward achieving its strategic plan.	Executive Committee reviews COE strategic plan.  Faculty provide input to the COE strategic plan.	Faculty revised the strategic plan to make it relevant.  In April, 2004, the College Executive Committee will evaluate the process and outcomes of the three-year strategic planning process.	A COE departmental leadership retreat will be conducted in Jan. 2004.  Resource allocations are considering priorities and outcomes.	College of Education departments are moving toward decision-making processes using data and moving towards obtaining the UNT vision.

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9.	College seeks to diversify its faculty, staff, and students.	<p>Number of diverse faculty hired.</p> <p>Number of diverse faculty retained.</p> <p>Number of diverse staff hired.</p> <p>Number of diverse students retained.</p> <p>Number of diverse students annually admitted to the COE.</p>	<p>The College of Education needs to diversify its faculty, staff, and student body.</p>	<p>The Diversity Scholars Program was implemented.</p> <p>The Developing Scholars Program was implemented.</p> <p>The COE has taken full advantage of the UNT diversity funds.</p> <p>The COE will institutionalize the Diversity Committee in its charter.</p> <p>COE diversity plan created and implementation begun.</p>	<p>The Diversity Scholars and Developing Scholars programs have excellent potential to attract high quality, diverse students.</p> <p>Continued efforts are being made to recruit and retain diverse faculty and staff at the departmental level.</p> <p>Continued efforts are being made to retain diverse students with better service from the Student Advising Office and the TEXES Advising Office.</p>
10.	College strives to increase semester credit hour production.	<p>Evaluation of SCH production by department is prepared each semester.</p>	<p>The COE Enrollment Management Committee and COE Executive Committee review data on semester credit hours generation by departments each semester.</p> <p>The College of Education continues to increase in semester credit hour production.</p>	<p>The COE host a community college day.</p> <p>The COE markets its programs heavily within the region.</p>	<p>COE is working with UNT to create a balance between quality and growth in students.</p>
11.	College integrates technology into its functions of teaching, learning, research, and service.	<p>Annual Review of technology.</p> <p>Update of computer equipment on a three (3) year cycle for faculty, staff, and students.</p>	<p>COE Tech-Support evaluates technology needs on an ongoing basis.</p> <p>The Information Recourse Technology Committee reviews technology needs for faculty, staff, and students and shares their assessments on an on-going basis.</p>	<p>Resources are allocated to keep technology current and relevant.</p> <p>Technology labs are available and updated.</p>	<p>Current technology is critical to support faculty, staff, and students in order to be a leading higher education institution.</p>

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12.	College creates professional development opportunities for faculty.	Annually, the Academy Committee reviews faculty's professional needs and interests.  Evaluation of the professional development program prepared by the Academy Committee is conducted after each program.	Academy Committee acts on expressed faculty needs for professional development.  Faculty share ideas and needs for professional development.	Committee suggested a grantsmanship workshop. The Promotion and Tenure Review session is offered on a regular basis.  The COE holds educational sessions each Fall and Spring semesters on various professional development topics to enhance faculty effectiveness.	Well-informed and effective faculty will assist UNT and COE achieve their visions.
13.	College increases its external research funding by 10%.	Assess the amount of external research funding obtained by the COE annually.	The College reviews the amount of the external research funding received annually and adjust its goal according.	Faculty are being given help with identification of funding sources, to help increase external funding.	COE remains a leader in obtaining external funding. More emphasis is being placed on research funding rather than demonstration and instructional projects.
14.	College communicates with its stakeholders.	Two faculty meetings are held annually.  Preparation and dissemination of the COE News Magazine is completed annually.  Three COE Advisory Board meetings are hosted annually.	Magazine is distributed annually.  Advisory meetings are conducted three times per year.  Faculty meetings are held.	Meetings are announced in advance and UNT leadership is invited to participate.  Very positive feedback has been received related to the magazine.  Additional external advisory board members are being recruited.	Keeping faculty and staff informed helps them achieve the mission and vision as well as support students.  Magazine enhances the image of the COE.  New ideas and recommendations related to how to achieve the COE and UNT vision are shared.