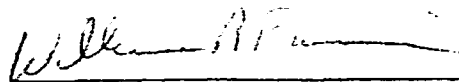


THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

EXECUTIVE APPRAISAL FORM

2006-2007



Signature of Executive



Signature of Supervisor

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

EXECUTIVE APPRAISAL FORM

**EXECUTIVE PERFORMANCE EVALUATION**

I Previous year's major accomplishments (2006-2007)

List major accomplishments that have been achieved either personally or under the direction of the executive during the previous year.

**Accomplishments Relating to Objectives in the 2006-2007 Statement of Objectives**

**Growth**

1. **Implement the Honors and ENTRADA Engineering Transfer Programs. Make adjustments as needed.**
  - Honors program started with 16 freshman students. Recruitment brochures were completed in fall, 2007. With the new brochures and a year for recruitments the enrollments should increase. The Honors Student group had an good field trip to Austin.
  - The ENTRADA Engineering Transfer Program started with nine freshman students. Since the first year courses are mostly cross-listed with Industrial Technology courses, only one section of the beginning engineering ran small for the year. A new engineering and technology recruitment brochure was developed in fall, 2007. With the new brochures and a year for recruitments the enrollments should increase.
  - The memorandum of agreement with UT Austin in Mechanical Engineering was signed. It has been added to the recruitment materials, but was late for the brochure in the first printing. This program should grow.
2. **Continue efforts to improve the registration process.**
  - Registration is now pretty much all online. The two "regular registration" period is not a one week registration period with structured advising available and longer hours for four days rather than two.
  - The Campus Connect III project has improved the
3. **Gain Approvals for the Athletic Training and Computer Science degree proposals and implement as scheduled in the proposal.**
  - Athletic Training was approved by the Board of Regents and the Coordinating Board. A clinical faculty member was hired in conjunction with the Athletic Department within the current budget. The program director and second faculty member needed for full implementation awaits FY 08 budget determination.
  - The Computer Science masters degree was approved and implemented in January 2007.

## Retention/Graduation Rate Improvement

1. Implement the Freshman Interest Groups.

Seven FIGS ran in the fall, 2007. Approximately a third of the freshman students enrolled in the FIGS.

2. Have a specific study of the flow through developmental mathematics.

The 2005 Freshman Cohort studied the numbers going into developmental math, reading and writing. It found that being in developmental math did not result in a lower return rate of freshman.

3. Work to implement the strategies of the Strategic Enrollment Plan.

- The major elements of the Strategic Enrollment Plan that fall under Academic Affairs are "on-track" in terms of implementations. These included:
  - Having an outside reviewer for the advising process to find ways to improve academic advising
  - Working to implement the degree audit system. (On track, but not as far along as I'd like)
  - Redesign and revitalization of the Freshman Seminar
  - Instituting the Freshman Interest Groups
  - Providing faculty better and easier access to student records for advising support (Campus Connect III)
- The one element that is not quite going as plan is the early alert system was to be an installation process for IRD. It turned out that there was no existing early alert software to install, so Nathan Smith in Student Services is creating a system from existing database software already owned by the campus.

4. Study the graduation rate patterns and why students leave the campus.

- Conducted the 2005 Freshman Cohort Study
- Several recommendations were made in the study report
- The recommendations are being implemented as UTPB's Retention Action Plan of 2007.

## Quality

### 1. Continue to promote and support the professional accreditation efforts in Education, Art, and Social Work.

- The campus visit by NASAD was in September
- The campus visit by CSWE was in February
- The campus visit by NCATE was in April
- I believe all three accreditations will be awarded to UTPB by the end of this calendar year.

## Partnerships

### 1. Set up at least one more Direct Connect partnership over the year.

- A direct connect partnership with Western Texas College was signed

## Accomplishments Outside of the 2006-2007 Statement of Objectives

- Developed the UTPB Retention Action Plan for 2007 and am now working to implement that plan
- Worked with the Executive Staff and Business Affairs staff on addressing the "On Watch" response. This led to identification of the reasons for UTPB to be receiving less funding per student FTE than other schools which hopefully contributed to the Presidents efforts to obtain a special item appropriation for the campus.
- Participated on the Performing Arts Center Advisory Committee
- Worked on the advisory committees on the Science and Technology Building Design
- Successfully negotiated the hiring of a Director of Institutional Effectiveness and the establishment of that office on campus
- Prepared the first draft of the NEEed program proposal to the Nuclear Regulatory Commission and worked with Jim Wright on its submission. It looks like that proposal may be funded soon.
- Designed and implemented with the PASS Office the current CLA sampling process

2. Statement of executive strengths.

Summarize the management and professional strength of the executive. Where appropriate comment concerning the capacity of the executive for increased responsibility.

**Self-perception of strengths:**

I bring a mix of talent and skills to problems solving. I have the perspective of a business management scholar so can analyze financial issues and relate them to academic and programmatic issues. I tend to be goal oriented, yet understand the need to develop strong time interpersonal ties to a successful organizational.

3. Areas of performance which could be improved and course of action.

Describe those areas and aspects of performance where greater effectiveness could be developed and consider explicit ways to seek improvement.

**Personal observations:** There are so many things that can be improved. The ability to delegate more work more is important as there is so much more to do. I need to learn how to bring others to share the vision of a project and see the key elements of success. I think I am relatively good at creating new programs and idea that meet organizational goals such as the Midland College Teaching Site, the ENTRADA Engineering Transfer Program, the Direct Connect Program, and the Honor's Program. It is difficult, however, for me to get others to share the enthusiasm for the programs. This leads to me having to keep a constant tab on the development of these programs which limits the time I have to develop new programs.

4. Performance Related to Internal Control Responsibilities

**Personal assessment:** Academic Affairs units now have a 99% plus required training completion record for two years in a row. Its units are addressing compliance and audit issues in a timely manner.

## ANNUAL PLAN

### Statement of objectives for the next year.

Two types of annual objectives are encouraged:

(1) major objectives related to the responsibility of the position itself, as part of the whole organization regardless of incumbency; (2) goals for improving professional and managerial performance of the individual.

### Statement of objectives for 2007-2008.

#### 2007-2008 Objectives of the Office

##### **Enrollment and Retention Rate Improvement**

Implement and monitor the success of the UTPB Retention Action Plan of 2007 to improve first the freshman-to-sophomore retention rate and then the graduate rates four to six years hence.

Work with registration processes and scheduling to maximize enrollments.

Aid in the development of admissions standards that meet the Board of Regents' expectations while providing for maximum growth and improved graduation rates. This will include development of admissions standards, a transition process to the new process, scholarship strategy, and the re-shaping of the Direct Connect program.

Work to build new degree programs as appropriate for the budget available.

##### **Quality**

Begin work for planning accreditation efforts by industrial technology, public administration, athletic training (if implemented), and computer science.

Work to help in the design of quality space for all university purposes in the Science and Technology Complex and the PAC.

##### **Research**

Work to expand research and external funding to bring UTPB closer to achieving the 2010 external funding goal of \$4,000,000.

##### **Partnerships**

Create at least one more direct connect partnership

Work to enhance the partnership on the PAC as appropriate.

##### **Public Trust and Accountability**

Begin the SACS reaffirmation process

Work with the rest of the University community to ensure UTPB goes off the current "ON Watch" financial rating.

Continue the development of the institutional effective system.

**Personal improvement goals:**

I don't know of specific personal improvement goal. I do try to keep up on the issues facing higher education and the management ideas new to higher education. I do have a specific improvement target, however.