

UPRC's Progress on the MSCHE Self-Study Recommendations

	MSSS date	Responsibility Assigned to:	Status	Prog. Score	UPRC Actions
<b>I. Planning and Assessment</b>					
1. Revise the Mission, Goals, and Objectives	2006-07	Academic Senate	Completed	<b>6</b>	Approved Cert. SA 89-2005-06
2. Complete the database structure for institutional research	2006-07	Assessment and Institutional Research Office	In progress	<b>2</b>	Decisions have been made regarding data structures, and information to be migrated in terms of Enrollment, Degree Conferral, Admissions, and HR. The implementation of Oracle will weigh in as to how the DB will be developed.
3. Update the Strategic Plan	2007-09	Faculty Committee on Planning and Assessment	Completed	<b>6</b>	Approved Cert. SA 89-2005-06
4. Develop a new Master Plan	2006-07	Planning Office	It has been deleted at the Central Administration	<b>-1</b>	A five year plan will included infrastructure facilities including capital improvements. Academic components will be covered by Certification Board of Trustees ____.
5. Revise the Institutional Assessment Plan	2007-08	Assessment and Institutional Research Office (AIR)	In progress	<b>2</b>	The UPRC Institutional Assessment Plan is undergoing a revision that includes new initiatives such as the System's Certification # 43 2006-07 on Periodic Program Revision as a guide for program assessment, the recent Strategic Plan, the new General Education Module and others. By September '08 the AIR plans to have a draft of the document.
6. Develop specific mechanisms of assessment of student satisfaction with services	2007-08	Dean of Student Affairs	In progress	<b>1</b>	All the offices have mechanisms to assess student satisfaction concerning services. Instruments will be submitted to Assessment and Institutional Research Office for revision. Results will be documented.
7. Complete assessment of the Athletic Program	2007-08	Dean of Student Affairs	Pending	<b>1</b>	Assessment instrument has been developed, however an Assessment Plan needs to be implemented. This will be generated in collaboration with the AIR.
8. Develop a work plan for the Faculty General Education Committee	2006-07	Dean of Academic Affairs	In progress	<b>5 6</b>	Data from 2003-2008 was gathered and a 2003-2010 Work Plan for developing and implementing the new module was prepared. The scale developed by the MSCHE Steering Team to measure progress was used in order to identify those areas which have been completed and those which to be worked on.

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II. Recommendations on CURRICULUM AND OTHER ACADEMIC ISSUES					
1. Establish a bridge program for incoming students.	2007-08	Dean of Students Affairs		1	We do not have a bridge program. We have pre-basic courses on several disciplines. It is still under consideration offering a pre-college course. <a href="#">Faculty Committee on Student Affairs will be reactivated in Aug. '08. Documentation on the group's prior work will be gathered.</a>
2. Identify strategies to further promote the museum as a learning resource	2006-07	Dean of Academic Affairs	In progress	2	
3. Complete the integration of information literacy skills into all general education courses	2006-09	Faculty Committee on General Education	In progress	2	
4. Incorporate the use of web based technologies in preparatory courses	2007-09	DECEP		3	
5. Offer formal certificate programs through DECEP	2008-10	DECEP		0	<a href="#">This would require going through the program approval process stipulated in the Board of Trustee's Certification # 80 (2005-06). The topic regarding how DECEP's course sequences are being managed will be included in Chancellor's Staff Meeting Agenda, and the DECEP should be requested to develop and follow through on a Plan for it's offerings that responds to a Need's Assessment.</a>
6. Revise student learning goals in all academic programs	2006-07	Dean of Academic Affairs/Program Assessment	In progress	1	<a href="#">Currently guided by the Committee on Programmatic Assessment. Only the Social Sciences and Math departments have completed and approved their student learning goals. <u>A work plan will be developed and implemented as of August 2008.</u></a>
7. Create a referral system for student orientation and support	2007-08	Dean of Students Affairs	Completed	5	<a href="#">Referral system was created in 2005 and an annual report is prepared with the number of referrals that have been made.</a>
8. Create a tracking system for at-risk student	2007-08	Dean of Students Affairs	In progress	1	<a href="#">The procedure is written, however articulation and dissemination are needed.</a>

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III. Recommendations on personnel issues					
1. Establish formal professional development experiences for academic and administrative leaders	2006-07	Chancellor	In progress	3	Annually, two workshops are offered to administrative leaders. These workshops have included "Conflict Management" and "Coaching for Success". A formal plan is yet to be developed, <u>and it's development, by means of a needs assessment, has been requested by the Steering Team.</u>
2. Evaluate and implement alternative methods to reduce teaching overload for faculty	2006-10	Dean of Academic Affairs	Completed, <b>documentation required</b>	6 5	<u>Evidence sustaining that alternative methods have been considered and implemented is pending. Annually, the Trends in faculty members with 12 or less credits, 13 to 18 credits, and greater than 18 credits, included in the Progress Report on the 2005 Evaluating Team's recommendations will be updated.</u>
3. Offer faculty development on curriculum and pedagogical issues	2006-10	Dean of Academic Affairs	Completed	6	Faculty development workshops are offered through the Faculty Support Unit at the Deanship of Academic Affairs.
IV. Recommendations on RESOURCE ALLOCATION AND FINANCIAL ISSUES					
1. Acquire or develop cost effective technological options	2006-10	OSI	In progress	3	The UPR Cayey has shifted its software implementation strategy from a proprietary closed-source commercial licensing model to a free and open source software base. Initially, this transition has been implemented at the core data center level of the IT infrastructure, but the ultimate goal is to achieve full deployment and widespread use of free and open source software solutions campus-wide. This initiative has already produced significant cost savings for the institution and will continue to reduce operational and capital expenses as the deployment progresses.
2. Provide on-line access to administrative procedures	2006-07	Deanship of Administrative Affairs	In progress	3	Several offices within the Deanship of Administrative Affairs have begun to use on-line systems as part of their work tools. Documents related to Human Resources and other areas are readily available online.
3. Create ad hoc committee to make recommendations for dealing with financial situation	2006 and 2010	Chancellor's Office		0	<u>Se pondrá en Agenda para discusión ante la Junta Administrativa.</u>
4. Strengthen the External Resources Office	2006-07	Chancellor's Office	Completed/On going	6	2 external consultants have been recruited to provide support. <u>Additional information such as an analysis of the trends in proposals submitted and approved is needed.</u>
5. Equip additional classrooms with multimedia presentation equipment	2006-10	Dean of Academic Affairs	Completed	6	Completed by means of the Title V Coop and the students' Technological Fee. By 2008, 17 Smart Classrooms have been established.

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V. Recommendations on GOVERNANCE AND ORGANIZATIONAL ISSUES					
1. Study the possibility of offering credit for student participation in governance	2006	Academic Senate		-1	
2. Evaluate alternatives to the current organization of academic departments in three areas	2006-08	Dean of Academic Affairs	In progress	3	Has been discussed and decisions have been made.
3. Revise composition and duties of Institutional Ethics Committee	2006	Chancellor	Completed	6	An institutional ethics committee has been appointed and meets on a regular basis.
4. Provide better coordination of all student support services	2006-10	Faculty Committee on Student Affairs	Not Initiated	0	
VI. Recommendations on dissemination and documentation					
1. Improve dissemination of institutional policies on integrity	2006	Chancellor	Completed	6	Every year the Chancellor deploys a letter concerning the dissemination of integrity issues.
2. Establish procedures to review all promotional materials before publication	2006	Chancellor	Not Initiated	0	A committee for promotional materials will be appointed to establish procedures.
3. Include a Code of Ethics in current student and faculty regulations	2006-07	Academic Senate	Pending	0	
4. Further disseminate outstanding efforts and promising practices in both institutional assessment and student learning assessment	2006-10	Dean of Academic Affairs/AIR		3	The Programmatic Assessment Committee has implemented the dissemination of assessment efforts through meetings geared at sharing what has been done. There have also been colloquia and faculty development workshops on the matter. The AIR has also created a Web space for these purposes.
(-1) will not be completed; (0) NOT Initiated;(1) Initiated (e.g., discussed, some initiatives, etc.); (2) Decisions regarding how to proceed have been made; (3) Nearly 50% of work has been done ; (4) Advanced Status/Near					
0					