**Texas AM University-Corpus Christi**  
*Administrative Unit Assessment Report: FY 2006*  
Unit: Employee Relations, Equal Opportunity, Training and Development Office  
Administrator: Sam Ramirez  
Report Date: December 2006

<table>
<thead>
<tr>
<th>University Mission:</th>
<th>Unit Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas A&amp;M University-Corpus Christi is devoted to discovering, communicating, and applying knowledge in a complex and changing world. The university identifies, attracts, and graduates students of high potential, especially those from groups who have been historically under-represented in Texas higher education. Through a commitment to excellence in teaching, research, and service, Texas A&amp;M University-Corpus Christi prepares students for lifelong learning and for responsible participation in the global community.</td>
<td>To provide leadership and assist the University in establishing and preserving a campus community culture that: 1) Values and celebrates diversity. 2) Is free of discrimination. 3) Provides employees the opportunity to learn and develop. 4) Enables employees to make positive, lasting, contribution to the University mission and history.</td>
</tr>
</tbody>
</table>

**Relevant Sections of University Goals, Principles, and Planning Imperatives:**

- G7. Collaborations with independent school districts, social agencies, public broadcasting, businesses, community colleges, medical schools, and other entities to provide access to lifelong learning and technological resources so that Texas A&M University-Corpus Christi is considered to be a leader in establishing successful partnerships, particularly to benefit the community.
- G9. Programs for students, faculty, and staff to develop leadership, collegiality, and university involvement.
- M2. Enhance a Culture of Discovery and Innovation
- M7. Recruit, Mentor and Retain a Diverse, Highly Qualified Faculty and Staff
- M9. Live, Learn and Work Together to Promote a Vibrant Coastal Bend Community

<table>
<thead>
<tr>
<th>Unit Objectives</th>
<th>Performance Assessment Method</th>
<th>Expected Performance Level</th>
<th>Actual Performance Level: Summary of Assessment Findings</th>
<th>Actions in Response to Assessment Findings</th>
</tr>
</thead>
</table>
| 1. Employee Development Day will be conducted annually. | 1a. The number of workshops conducted.  
1b. Number of faculty and staff participation.  
1b. At least 400 participants  
1c. The faculty and staff evaluations will average 3.5 or above. | 1a. 36 workshops  
1b. 375 participants  
1c. Faculty and staff evaluations averaged 3.5 and above. | 1a. Continue to offer relevant workshops in conjunction with the Annual Development Theme.  
1b. Improve participation rates by surveying staff interest and needs.  
2b. Visit with department supervisors to obtain the best date and times to offer EDD.  
1c. Continue to ensure that instructors utilize content, techniques and methods for the adult learner. |
<table>
<thead>
<tr>
<th>Unit Objectives</th>
<th>Performance Assessment Method</th>
<th>Expected Performance Level</th>
<th>Actual Performance Level: Summary of Assessment Findings</th>
<th>Actions in Response to Assessment Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Facilitate the smooth transition of new employees.</td>
<td>2a. Ensure every new employee attends new hire celebration workshop.</td>
<td>2a. 100% attendance within 30 days of hire</td>
<td>2a. 80% attended within 30 days of hire.</td>
<td>2a. Establish monthly new hire celebration workshop. 2b. Involve TAMU online training modules within 30 days for those excused from new hire celebration workshop. 3a. Continue to offer three workshops per month. 3b. Offer at least three workshops per month as a pilot program.</td>
</tr>
<tr>
<td>3. Provide employees opportunity to learn and develop.</td>
<td>3a. A curriculum based on competencies survey.</td>
<td>3a. Three workshops per month.</td>
<td>3a. Provided 24 workshops in area of leadership, communication, customer service, team building, diversity, sexual harassment prevention, ethics and supervisory skills.</td>
<td>4a. Involve supervisors to promote attendance. 2c. Utilize TAMU online training modules within 30 days for those excused from new hire celebration workshop. 3a. Continue to offer three workshops per month. 3b. Offer at least three workshops per month as a pilot program.</td>
</tr>
<tr>
<td>4. A professional development program that meets the needs of the coastal bend community.</td>
<td>4a. Number of workshops conducted for non-campus participants. 4b. Number of non-campus participants. 4c. National SHRM certification rate.</td>
<td>4a. Offer workshops in areas of: Leadership, Human Performance Improvement, Essentials of Human Resources, SHRM Learning System, Whale Done, Now Discover Your Strengths, Learning the 21 Indispensable Qualities of a Leader. 4b. 50 non-campus participants. 4c. To exceed the National SHRM certification rate of 50%.</td>
<td>4a. Conducted 4 SHRM Learning Systems ($31,525 revenue), 1 Essentials of Human Resources, 1-Leadership Conference ($2,000 revenue) 4b. 100 non-campus participants. 4c. Certification rate is above the national passing rate of 80%. Received National SHRM recognition for a 100% passing rate in 2nd quarter FY 06</td>
<td>4a.b.c. Work closer with Outreach department to improve marketing, partner with ASTD to market program and publish articles in the Business Journal. 4c. Continue instructional methods/strategies and promote the success rate in marketing plan.</td>
</tr>
<tr>
<td>5. Increase diversity of faculty and staff.</td>
<td>5. Number of women and minorities in departments by job groups.</td>
<td>5. Women and minorities will be equal or exceed availability rates by job groups.</td>
<td>5. Annual Affirmative Action Plan.</td>
<td>5a. Inform the community and campus leadership of the results. 5b. Provide Human Resources with results to be utilized in recruitment plans. 6a.b.c.d. Continue to monitor and communicate results.</td>
</tr>
<tr>
<td>6. Positive campus climate.</td>
<td>6a. Number of grievances. 6b. Number substantiated grievances. 6c. Organizational excellence survey results. 6d. Adverse impact ratios.</td>
<td>6a. Number of grievances in the same department will decrease. 6b. Not to exceed past years results. 6c. Better than peer organizations. 6d. Timely notification of adverse impact in the areas of hires, transfers, promotions, and terminations.</td>
<td>6a. Grievance patterns reflect a reduction in recurring problems. 6b. It has not exceed last years results. 6c. Exceeded peer organization results. 6d. Adverse impact ratios within 80% allowance.</td>
<td>5a. Inform the community and campus leadership of the results. 5b. Provide Human Resources with results to be utilized in recruitment plans. 6a.b.c.d. Continue to monitor and communicate results.</td>
</tr>
<tr>
<td>Administrative Unit:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Texas A&M University-Corpus Christi**  
**Current Year Plan**  
**Administrative Unit:**

**Use the space below to list and briefly describe plans or projects related to program objectives that are in progress this Academic Year**

<table>
<thead>
<tr>
<th>1. Develop and introduce pilot training programs in the following areas: Administrative Assistant Professional Program, and Situational Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Organize the Ad-hoc Training representatives to better coordinate training and training documentation to the system.</td>
</tr>
<tr>
<td>3. Utilize Diversity Management committee to develop recruitment strategies in support of Momentum 2015.</td>
</tr>
</tbody>
</table>
Texas A&M University-Corpus Christi
Current Year Plan
Administrative Unit:

Use the space below to describe plans or projects that are planned for budget requests next Fiscal Year

1. Administrative Assistant Professional Program for cohort of 10 campus administrative assistants - $4,420

2. Obtain Corpus Christi Hall room 126 a dedicated classroom for future training programs for campus community.
University Vision, Mission, Goals, Principles and Planning Imperatives

Vision
Texas A&M University-Corpus Christi is committed to becoming one of the leading centers of higher education in the Gulf of Mexico region while serving the intellectual, cultural, social, environmental, and economic needs of South Texas. As a result, Texas A&M University-Corpus Christi will invigorate and strengthen the region and state through its educational programs, research initiatives, mission,

Mission
Texas A&M University-Corpus Christi is devoted to discovering, communicating, and applying knowledge in a complex and changing world. The university identifies, attracts, and graduates students of high potential, especially those from groups who have been historically under-represented in Texas higher education. Through a commitment to excellence in teaching, research, and service, Texas A&M University-Corpus Christi prepares students for lifelong learning and for responsible participation in the global

University Goals
By 2010, Texas A&M University-Corpus Christi will establish:
G1. A student body, or more than 10,000 students, which is representative of the demographics of the State of Texas and a corresponding increase of faculty and staff to support the students.
G2. A faculty dedicated to the continuous improvement of teaching, learning, scholarly research, and creative activity.
G3. A statewide reputation for an exemplary undergraduate education, anchored by an integrated core curriculum and learning
G4. Recognized master's degree programs that enable students to be leaders in their fields and/or to continue their education at the
G5. Strong doctoral programs which include degrees in a discipline related to the Harte Research Institute for Gulf of Mexico Studies, education, computer science and clinical psychology, bringing the institution to the doctoral intensive institution
G6. An enhanced research mission and growing international reputation for research focusing on the Gulf of Mexico, early childhood, geographic information systems, and reading education.
G7. Collaborations with independent school districts, social agencies, public broadcasting, businesses, community colleges, medical schools, and other entities to provide access to lifelong learning and technological resources so that Texas A&M University-Corpus Christi is considered to be a leader in establishing successful partnerships, particularly to benefit the community.
G8. An intellectual and cultural climate that inspires South Texans through the South Texas Institute for the Arts, Performing Arts
G9. Programs for students, faculty, and staff to develop leadership, collegiality, and university involvement.
G10. Access to the array of information resources and technology infrastructure necessary to support university programs, services

Institutional Principles:
Texas A&M University-Corpus Christi is committed to the realization of its vision, the accomplishment of its mission, and the
P1. Recruiting, retaining, and supporting a diverse, highly qualified student body, faculty and staff.
P2. Establishing a culture of professionalism and responsibility.
P3. Fostering free and open intellectual inquiry, accomplishment and expression.
P4. Ensuring respectful, fair, and equitable treatment of all individuals.
P5. Fostering an open, shared and participatory decision making process.
P6. Promoting efficient and effective use of time, resources and technology.
P7. Providing an active campus life that extends teaching and learning beyond the classroom.
P8. Providing a safe and secure campus environment for students, faculty and staff.
P9. Involving the university community, alumni, civic and government leaders, and other friends of the university in the Texas A&M University-Corpus Christi vision and mission.

"Momentum 2015" Strategic Plan Imperatives:

Excellence
M1. Build and Sustain Academic Excellence and Competitive Programs
M2. Enhance a Culture of Discovery and Innovation
M3. Instill Global Perspectives into the Academic Life of the University
M4. Establish Targeted Areas of State, Regional and National Recognition and Distinction
M5. Achieve Doctoral Comprehensive Status and Aspire to Emerging Research Designation

Engagement
M6. Recruit, Retain and Graduate a Diverse and Highly Qualified Student Body
M7. Recruit, Mentor and Retain a Diverse, Highly Qualified Faculty and Staff
M8. Design and Cultivate Initiatives to Increase Lifelong Alumni Involvement
M9. Live, Learn and Work Together to Promote a Vibrant Coastal Bend Community

Expansion
M10. Extend the Reach of the Island University
M11. Preserve and Foster an Inviting Island Environment
M12. Establish a Culture of Assessment, Investment, and Stewardship
PARTICIPATION
Head Count Enrollment
  All
  White
  African-American
  Hispanic
  Asian
  Other

Full Time Equivalent Enrollment
  All
  White
  African-American
  Hispanic
  Asian
  Other

SUCCESS
Graduation Rate: 4-year
Graduation Rate: 5-year
Graduation Rate: 6-year
6-Year Persistence/Graduation
  All
  White
  African-American
  Hispanic
  Asian
  Other

Degrees Awarded by Ethnicity
  All
  White
  African-American
  Hispanic
  Asian
  Other

Degrees Awarded by Level
  Bachelor
  Master
  Doctoral

EXCELLENCE
  LD SCH by Tenured/Tenure-track Faculty
  FTE Student / FTE Faculty Ratio
  Percent of Bachelors Graduates Employed or Graduate School
  Lower Division Average Class Size
  Percent of FTE Faculty Tenured

RESEARCH
  Federal Research $ per tenure/tenure-track FTE faculty
  Sponsored Research expenditures as a percent of GR

EFFICIENCY
  Administrative Cost Ratio
  Classroom Utilization (Hours per Week)
  Lab Utilization (Hours per Week)
  State Appropriation per FTE Student
  State Appropriation per FTE Faculty
  All-funds Expenditures per FTE Student