



University of Puerto Rico  
Recinto Universitario de Mayagüez  
**DEPARTMENT OF GEOLOGY**  
Mayagüez, Puerto Rico

## **Administrative Assessment Plan**

### **December 8, 2015**

#### **I. MISSION**

Institutional Mission of UPRM

Brindar un servicio de excelencia a Puerto Rico y al mundo:

- Formando ciudadanos educados, cultos, capaces de pensar críticamente y preparados profesionalmente en los campos de ciencias agrícolas, ingeniería, artes, ciencias y administración de empresas de manera que puedan contribuir al desarrollo educativo, cultural, social, tecnológico y económico.
- Realizando labor creativa, de investigación y de servicio, que atienda las necesidades de la sociedad y divulgando los resultados de estas actividades de modo que sean accesibles a todos.

Proveemos a nuestros estudiantes las destrezas y sensibilidad necesarias para resolver efectivamente los problemas que enfrentamos y ser ejemplo de los valores y actitudes que deben prevalecer en una sociedad democrática que valora y respeta la diversidad.

Mission of the **DEPARTMENT OF GEOLOGY**

The Geology Department will develop in each student, critical thinking, enthusiasm, initiative and the necessary skills to become lifelong students of Earth Sciences. Emphasis will be placed on learning basic concepts and techniques through research, in an environment that promotes the development of professionals with social, cultural and humanistic sensibility as well as profound ethical values. In this way, the department will contribute to the enrichment of science and society through the creation and dissemination of new knowledge through scientific research. The specific objectives of the Geology Department are:

1. Prepare students for profesional positions in industry and government and for careers in academic research and teaching.
2. Increase awareness of Earth and Environmental Sciences in liberal arts, education, and other science majors.
3. Educate engineers in the geological concepts integral to competent engineering practices.
4. Establish the Department of Geology as a center for research in Caribbean Earth and Environmental Sciences.
5. Develop a greater awareness of Earth Sciences in the general public through outreach programs.
6. Conduct assessment at all levels in the Department.

Frequency of revision of the mission: 7 years

Date of the last revision: May 7, 2009

The misión is publically available in the following:

--[http://www.uprm.edu/p/ac/planes\\_estrategicos](http://www.uprm.edu/p/ac/planes_estrategicos)

--<http://geology.uprm.edu/department/vision.html>

--Physically on display in the Department

## II. PRINCIPAL RESPONSIBILITIES AND SERVICES

Responsibilities Directly Aligned with the Mission	Administrative Services and Processes	Principal Personnel
Provide students and faculty with state of the art computer facilities. (Section V of Strategic Plan)	Improve computer laboratories for undergraduate and graduate students	Director IT Coordinator IT Committee Undergraduate Students Graduate Students
	Extended staffed hours of computer laboratories	Director IT Coordinator IT Committee Undergraduate Students Graduate Students
	Security and functionality of computers and computer facilities	Director IT Coordinator IT Committee Undergraduate Students Graduate Students

### III. METHODS OF ASSESSMENT

Administrative Service or Process	Measures of Efficiency and/or Effectiveness	Measures of Satisfaction	Relation with the Strategic Plan	Institutional Metrics this impacts
Improve computer laboratories for undergraduate and graduate students	<ul style="list-style-type: none"> <li>Number and quality of computers available to undergraduate students in laboratory and in graduate student offices.</li> </ul>	<ul style="list-style-type: none"> <li>A full laboratory of computers (n=19) for undergraduate use and one computer for each graduate student with an office space.</li> </ul>	Section V	UPRM: Obj. 2, Strategy 3b Obj. 2, Strategy 3d Obj. 2, Strategy 4b Obj. 5, Strategy 1 Obj. 7, Strategy 1 Arts and Sciences: Obj. 1- Strategy 3 Obj. 2- Strategy 5
Extended staffed hours of computer laboratory	<ul style="list-style-type: none"> <li>If computer laboratory is open and available for use by geology undergraduates on weekday evenings and weekends.</li> </ul>	<ul style="list-style-type: none"> <li>Use of computer laboratory during evenings and weekends.</li> </ul>	Section V	UPRM: Obj. 2, Strategy 3b Obj. 2, Strategy 3d Obj. 2, Strategy 4b Obj. 5, Strategy 1 Obj. 7, Strategy 1 Arts and Sciences: Obj. 1- Strategy 3 Obj. 2- Strategy 5
Security and functionality of computers and computer facilities	<ul style="list-style-type: none"> <li>Maintenance and upkeep of computers. Acquisition of new computers. Updates of softwares. Locks on computer CPU's. Numeric key code on laboratory door. Posted emergency numbers in computer laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>Use of computer laboratory during extended hours, use of computer laboratory for undergraduate research computing.</li> </ul>	Section V	UPRM: Obj. 2, Strategy 3b Obj. 2, Strategy 3c Obj. 2, Strategy 3d Obj. 2, Strategy 4b Obj. 5, Strategy 1 Obj. 7, Strategy 1 Arts and Sciences: Obj. 1- Strategy 3 Obj. 2- Strategy 5

### Ininerary of Administrative Assessment Priorities

Name and purpose of the project (in order of priority)	Justification (based on Assessment)	Anticipated Date of Implementation
Questionnaires to assess satisfaction with new graduate computers.	N/A	December 2015

## IV. DISSEMINATION AND UTILIZATION OF ADMINISTRATIVE ASSESSMENT RESULTS

### Assessment Project #1

<b>Pre-intervention</b>	
Service evaluated:	Number of computers available for graduate students
Strengths:	
Opportunities to improve:	Increase number of computers for graduate students
Personnel affected:	Graduate Students
Other offices involved:	
<b>Intervention</b>	
Concrete action of improvement:	Number of graduate student computers was recently increased with purchase of 7 new desktops (August, 2015)
Expected results:	Facilitated use of computers. Less reliance on personal laptops.
<b>Post-intervention</b>	
Results obtained:	To be conducted.
Dissemination of results:	Via faculty and IT committee
Concrete actions base don the obtained results:	

## V. DOCUMENTATION METHODS

Document (Title)	Office or Agency of origin
Documents online, <a href="http://geology.uprm.edu/assessment/">http://geology.uprm.edu/assessment/</a>	Assessment Coordinator, Geology

## VI. REVISION PROCESS

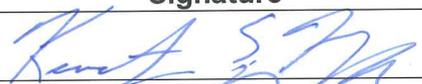
Frequency of revision of Administrative Assessment plan: **Every ½ to 1 year.**

Planned date of the next revision: **May, 2016**

I, as Director of the Geology Department, certify that the information contained in this document has been discussed with the personnel mentioned within, this process having been completed on this the **8th** day of **December, 2015**. It has been approved by the Geology Department faculty on this same date.

  
 Signature  
**Lizzette Rodriguez**, Director

### List of Persons Involved in Administrative Assessment Activities mentioned above:

Name	Title	Signature
Kenneth Stephen Hughes	Assessment Coordinator	
Wilson Ramirez	Strategic Planning Coordinator	
Wilfredo Alequin	IT Technician	
Elizabeth Vanacore	IT Committee	
Fernando Gilbes	IT Committee	
Alberto Lopez	IT Committee	