



**UNIVERSITY OF PUERTO RICO AT CAYEY  
ACTION PLAN**

**Standard 11: Educational Offerings**

After a critical analysis of the circumstances related to the student to the community stoppage and its impact on the academic offerings, framed by the relevant elements of Standard 11, the concerns and expectations included in the Commission's action and expressed during the guidance visit, the following action plan was organized into one main strategy: **Guarantee sustained length, rigor, and depth of the academic offerings.**

**A. GUARANTEE SUSTAINED LENGTH, RIGOR AND DEPTH OF THE ACADEMIC OFFERINGS**

**GOAL:** Guarantee the continuity and the appropriate content, rigor, coherence and length of the institution's academic and research endeavors at all times, to support an effective and seamless student learning process and advancement toward their degrees in harmony with the Open University Culture.

ACTIONS	ACTIVITIES	RESPONSIBLE SYSTEM AND UNIT	TIMEFRAME	CURRENT AND EXPECTED OUTCOMES
1. Implement institutional policies in alignment with licensing and accreditation requirements to ensure content, rigor, breath and length of undergraduate courses, in order to comply with their specific learning goals and objectives.	Chancellor's statement to the academic community to reaffirm and require compliance with institutional policies.	Chancellor	June 22, 2010	Report to the Academic Senate
			July 12, 2010	Letter to the Campus Community on Pell Eligibility and MSCHE Actions
	Amended academic calendar to ensure required instructional contact hours, in compliance with courses' learning goals and objectives, rigor and depth.	Academic Senate	June 29, 2010	AS Certification 44, 2009-10: Amended Calendar
	Amended faculty contracts to ensure completion of required instructional contact hours, in compliance with courses' learning goals and objectives, rigor and depth, and other related institutional obligations.	Chancellor Dean of Academic Affairs Human Resources Office	May 28, 2010  August 1, 2010	68 amended contracts  Implementation of revised Adjunct Faculty Contract Form <sup>1</sup> clarifying that academic

<sup>11</sup> Available at <https://docs.google.com/fileview?id=19hSOM8TPv2yRuyloKWB5BF30bMdQaL9AqLmJx7VUZ3lwQoKTnHoOi3jzkRgO&hl=en&authkey=CJzix6cP>



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				calendar extension for course completion does not warrant additional pay.
2. Define strategies and actions taken and in progress to ensure content, rigor, breath and length of undergraduate courses, internships, thesis, research projects, and other academic activities.	Departmental and faculty meetings.  Implementation and evaluation of strategies and actions taken and in progress.	Deans and departmental directors	May 3, 2010 June – July 2010	Departmental Reports of strategies and actions taken and in progress to ensure content, rigor, breath and depth of academic activities.
	Chancellor's communication to the deans and directors of academic departments requiring departmental reports of strategies and actions taken and in progress.	Academic Dean	August 23, 2010	Deanship and Campus Report of strategies and actions taken and in progress to ensure content, rigor, breath and depth of academic activities.
		Chancellor	August, 2010	
	Assessment of best practices and definition of strategies to be included in the protocol for ensuring content, rigor, breath and length of undergraduate courses and other educational activities in the event of extended periods of academic interruption.	Chancellor Academic Dean Assessment and Institutional Research Office	August 2010	Example of strategies to be implemented in the protocol: 1. Inclusion of a determined number of non-academic course hours for student adaptation. 2. Requirement of assessing the state of students' course content knowledge at the reinstatement of the



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	Development of protocols for the implementation and assessment of best practices.	Academic Dean; Assessment & Institutional Research Office; Academic Senate; Administrative Board	Spring 2010	<p>academic calendar and the implementation of specific instructional strategies to strengthen any areas needing improvement.</p> <p>3. The requirement of documentation and submission of evidence by all faculty members of the assessment and instructional strategies implemented for these purposes and their impact on student learning.</p> <p>Protocols implemented</p>
3. Achieve institutional student learning outcomes as defined for academic programs and courses.	Comparative analysis of student learning assessment data (i.e. pre and post tests, grades distribution, total and partial withdrawals, incompletes, and academic degrees granted) aggregated by courses and programs during second semester 2010 with those of the second semester of the previous year.	Assessment and Institutional Research Office; Faculty Committee on General Education; Academic Dean, and Departmental Directors	Fall 2010	Comparative Analysis Report and actions taken based on assessment data.



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4. Implement measures to assure access to the learning and research resources, and availability of other essential student services.	Departmental analysis and on-line survey to define student needs.	Academic Dean Administrative Dean Assessment and Institutional Research Office	Fall 2010	Survey Report
	Extend service hours, as appropriate.	Chancellor Administrative Board Departmental Directors	As needed.	Measures implemented
5. Implement strategies and measures to guarantee continuity of processes such as: admission, registration, financial aid programs, and other essential student services.	Identification of best practices in implementing strategies and measures to guarantee continuity of processes.	Assessment and Institutional Research Office Academic, Student, and Administrative Dean	August 2010	<u>Findings:</u> <i>Admissions Office</i> – Worked from Central Administration; Ongoing Communication with students via official Email (@UPR.EDU) <i>Financial Aid Office</i> - Rendered services at Eastern Central Technological Initiative (INTECO) at Cayey, UPR insurance extended to facilities. <i>Chancellor's Office</i> – Municipal coliseum for freshmen orientation
	Collaboration agreements for the use of external facilities for academic and administrative activities under extraordinary situations.	Chancellor Administrative Board	November 2010	Establish guidelines and protocols for implementing best practices across all student services offices.



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		Chancellor Administrative Board Deans	2010 - 2011 Academic Year	Formal collaboration agreements established.
		Chancellor, Academic Dean, Student Dean, Registrar	2010 - 2011 Academic Year	Report of students admitted to graduate schools.
6. Offer alternatives to students who have been admitted to graduate schools, abroad or in Puerto Rico, and must comply with admission requirements, including the degree completion in very exceptional cases.	Second survey to alumni who indicated, in the 2009-2010 Alumni Survey, that they continued graduate studies after the stoppage.	Assessment and Institutional Research Office	October 2010	Analysis of students' needs, during the stoppage, with regards to their admission. Analysis of students' greatest difficulties confronted during the stoppage with regards to their admission. Analysis of students' identification of strengths regarding services rendered to them during the stoppage.
	Design a protocol for serving students admitted to graduate schools in the event of an extended closure of the UPR-Cayey due to unexpected circumstances.	Chancellor Academic, Student, and Administrative Deans	November 2010	Protocol for serving students admitted to graduate schools in the event of an extended closure of the UPR-Cayey due to unexpected



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				circumstances approved, and implemented when needed.