

## **DEPARTMENT AND COMMITTEE ANNUAL REPORTS**

### **Department Annual Reports**

- Evaluation by Department Chair or Program Director (3 pages)
- Evaluation by Department Members (1 page)

### **Committee Annual Reports**

- Committee Annual Report and Evaluation (2 pages)
- Evaluation by Committee Members (1 page)

**Evaluations by Department Chair or Program Director**

- End-Of-Year Report due June 15
- ARAP due September 15

An End-Of-Year Report detailing the unit’s progress during the previous academic year and plans for the upcoming academic year should be completed according to instructions below. End-Of-Year Reports are due June 15 of each year.

An Annual Report on Assessment Progress (ARAP) detailing the unit’s implementation and assessment of student learning outcomes for each year should be completed according to instructions below. ARAPs are due annually on September 15. This fall date allows departments to discuss outcomes and develop adjustments after the end of the academic year.

Both reports should be submitted electronically to the appropriate Dean’s Office and the Office of Institutional Research.

1. End-Of-Year Report format

A. Departmental/Program Statistics

# of Majors	# of Minors	
<i>(These data are provided by the Office of Institutional Research in late May)</i>		
		Total (Spring Semester)
		Number graduating in May
<i>(These data are distributed to departments by the Student Professional Development Center based on the Cap and Gown survey and subsequent year-out survey results)</i>		
		Number attending graduate school in the coming year

*(Department Chairs complete these cells using a list of faculty teaching assignments provided by IR)*

Courses	Summer	Fall	Winter	Spring	Description
# sections in discipline					count 2 s.h. courses as ½ section; do not include internships or independent studies
GST 110 (# sections)					# sections taught by departmental faculty
Other GST (# sections)					# sections taught by departmental faculty
Internship s.h.					Total numbers of student s.h. generated
# ELR sections					# sections taught approved for ELR credit

## B. Departmental/Program End-of-Year Report Narrative

Department/Program \_\_\_\_\_

Chair/Director \_\_\_\_\_ Academic Year 20\_\_\_\_ to 20\_\_\_\_

1. Mission statement (As it appears in the most recent 5-year plan or as modified)
2. Department/Program's Five-Year Goals):
  - Are on file in the department/program's office
  - Are on file in the office of my dean
  - Are attached electronically to this report
  - A photocopy of the current Five-Year Goals has been sent to  
\_\_\_\_\_

## PAST YEAR

3. Chair/Program's narrative overview  
(This section provides an opportunity to supply a context for the department's past year, mentioning any special circumstances that could have impacted its productivity).
4. Department/Program's specific objectives/strategies, including those from the 5-year plan for the past year  
(include action steps taken to implement objectives)
5. Department/Program's outcomes for objectives/strategies for the past year  
(include description of how action steps were assessed)
6. Proposed changes or revisions as a result of outcomes from past year  
(how have outcomes informed provisional plans for the upcoming year?)

## NEXT YEAR

7. Department/Program objectives and priorities for next year
8. Specific plans to meet objectives and priorities for next year

Department chairs and program directors should check with their dean/supervisor to see if there are additional school/college requirements for this report.

**2. Annual Report on Assessment Progress (ARAP)**

The following report is due annually from each program that creates and measures student learning outcomes.

Final reports are due **September 15** of each year and should be submitted electronically to the dean's office and to Institutional Research.

Department/Program \_\_\_\_\_

Chair/Director \_\_\_\_\_ Academic Year 20\_\_\_\_ to 20\_\_\_\_

1. Based on last year's ARAP report, reflect on the implementation of any changes-for-improvement your program/department recommended in the "Use of Results" section.
2. For each Student Learning Goal assessed during this time period, complete the following information.
  - A. Learning Goal
  - B. Student Learning Outcome
  - C. Assessment Strategy
    - Description of how assessment was conducted. (Include who was measured, where and when measurement was taken)
    - Who conducted assessment? Who evaluated results?
    - Criteria for success?
  - D. Results (data and summary of results)
  - E. Use of Results
    - Who participated in the discussion of results?
    - What program improvements were recommended, if any?
    - Reflect on this approach (e.g., tools) for assessment of this SLO.
    - What adaptations to the Student Learning Assessment Plan were made, if any?
3. Program Director's (Chair's) summary statement of the value of assessment and the steps that will be taken during the upcoming year to address the results of this year's assessments.
4. Tentative plans for your program's next assessment cycle. What goals and student learning outcomes do you anticipate measuring, where and by whom?

**Evaluation by Department Members**

Academic Year 20\_\_ - 20\_\_

Due June 1

- To be completed by department members and forwarded to the dean of your division. Supporting documents and/or other information, when appropriate, should be attached.

Department \_\_\_\_\_ Chair \_\_\_\_\_

## A. Departmental Meetings

1. How often did the department meet? \_\_\_\_\_

2. The meetings were: (check all that apply)

- |                  |       |       |       |       |       |  |
|------------------|-------|-------|-------|-------|-------|--|
| a. Well attended | _____ | _____ | _____ | _____ | _____ | Poorly attended                            |
| b. Effective     | _____ | _____ | _____ | _____ | _____ | Ineffective                                |
| c. Too frequent  | _____ | _____ | _____ | _____ | _____ | Too infrequent to<br>accomplish objectives |

Adequate

B. Specific evaluation of departmental meetings:

C. Recommendations for future departmental meetings:

D. Curriculum and/or personnel development needed next year:

E. List the major strengths and weaknesses of the department from your perspective.

F. What was the most significant accomplishment of the department this year?

G. Recommendations for next year. These may be formulated as departmental objectives.

(8/05)

**Committee Annual Report and Evaluation**

Academic Year 20\_\_ - 20\_\_

Due April 1

- May be completed by committee chair and forwarded to the chair of academic council. Supporting documents and/or other information, when appropriate, should be attached.

Committee \_\_\_\_\_ Chair \_\_\_\_\_

A. Committee members this academic year

1. Teaching Faculty \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Non-teaching Faculty \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Administrators/Staff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Students \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Committee Meetings

The committee met on the following dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. List the committee objectives for this year. Attach a status report for each objective.

D. What was the most significant accomplishment of the committee this year?

E. Recommendations for next year. These may be formulated as committee objectives.

F. Evaluation:

1. Membership

a. The membership composition of this committee is:     \_\_\_ Satisfactory  
  \_\_\_ Unsatisfactory

b. Recommendations regarding membership:

2. Duties of the Committee:

a. As stated in the *Faculty Handbook*

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

b. As assumed by the committee in the course of its business

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

3. The meetings were: (check all that apply)

a. Well attended     \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_                   Poorly attended

b. Effective         \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_                      Ineffective

c. Too frequent     \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_                      Too infrequent to  
  Adequate                      accomplish objectives

4. Recommendations for future committee meetings:

5. List the major strengths and weaknesses of the committee from your perspective.

(8/05)

**Evaluation by Committee Members**

Academic Year 20\_\_ - 20\_\_

Due June 1

- To be completed by committee members and forwarded to the provost/vice president for academic affairs. Supporting documents and/or other information, when appropriate, should be attached.

Committee \_\_\_\_\_ Chair \_\_\_\_\_

A. Membership

1. The membership composition of this committee is: \_\_\_ Satisfactory  
\_\_\_ Unsatisfactory
2. Recommendations regarding membership:

B. Duties of the committee as assumed in the course of business

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

C. Committee Meetings

1. How often did the committee meet? \_\_\_\_\_
2. The meetings were: (check all that apply)
  - a. Well attended    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_    Poorly attended
  - b. Effective        \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_    Ineffective
  - c. Too frequent    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_    Adequate    Too infrequent to accomplish objectives

D. Specific evaluation of committee meetings

E. Recommendations for future committee meetings

(8/05)