## Table 8A: ANNUAL REPORT FOR OUACHITA ONLINE (Deadline determined by VPAA, submitted by Online Director of Teaching and Learning)

The Ouachita Online annual report is part of the university’s strategic planning process. It provides the opportunity to systematically analyze institutional effectiveness over each academic year. The annual report has been designed as a component of this process and is intended to stimulate and identify ongoing improvements in the services provided to the university. The annual report will focus on communicating the accomplishments over one academic year and provide an analysis for improvements to be undertaken during the following year. These annual reports will provide a foundation upon which administrative units may base their seven-year program review. The annual report and review will involve an analysis of trends and concerns within the unit that have developed over the course of the academic year. This document should be posted to the M:drive/Assessment folder by July 1 each year.

## EXECUTIVE SUMMARY

Write an executive summary of the significant achievements of your administrative unit over the past year.

## GOALS

* 1. What are the primary goals or purposes of the administrative unit?
1. How are the goals/purposes aligned to the university’s mission and strategic plan? (Be specific in naming goal and action plan)
2. What specific services are provided in achieving the administrative unit’s goals?
3. How are the administrative unit’s goals and services communicated to its constituencies?

## PROFESSIONAL DEVELOPMENT

List the professional development activities that staff attended within the past year. Include the impact on program services provided.

## ANALYSIS OF ENROLLMENT, MAJORS, RETENTION

* 1. Student credit hours for fall and spring
		1. Please aggregate by degree program
		2. Consider trends over a 3-year period

Do the data suggest that certain areas are either overstaffed or understaffed?

* 1. Majors by degree program: Provide analysis of trends, problems, and opportunities
	2. Retention rates for Ouachita Online students

## ANALYSIS OF PROGRAM OUTCOMES

1. Graduate rates: Provide analysis of trends, problems, and opportunities
2. Post-graduation outcomes for previous year’s graduates (provide a summary analysis in narrative form and attach the data in the Excel spreadsheet as an appendix)

## FACULTY

* 1. Instructor teaching loads and student credit hours
	2. Any observations you might have on advising issues
	3. Summary of major faculty accomplishments and faculty development activities (keep faculty activity reports on file; please do not include it in the main report)

## CONSTITUENCIES SERVED

Describe the constituencies that are served. Include any relevant data.

## ASSESSMENT

What process is in place to evaluate and improve the effectiveness of the administrative unit? Where applicable, include data from NSSE, Senior Surveys, Administrative Evaluations, Annual Satisfaction Surveys and other appropriate survey instruments used by your administrative unit. Include the results over the course of the last year and changes made in response to the results.

## UNDERGRADUATE LEARNING GOALS

If appropriate, describe any impact of this administrative unit on improving the Undergraduate and Graduate Student Learning Goals. Include the assessment method and relevant data.

## SWOT ANALYSIS

Complete a SWOT analysis of your unit and provide a summary of your findings:

* 1. Identified Internal Strengths
	2. Identified Internal Weaknesses
	3. Identified External Opportunities
	4. Identified External Threats

## CONCLUSIONS

What conclusions can be drawn as a result of this review?

## STRATEGIC PLAN

As needed, update the strategic plan. (Include Strategic Plan document

* 1. Revisit goals from last year. Include goals, indicators and actions.
	2. Identify goals for the coming year

## ADDITIONAL INFORMATION

Include any additional information or recommendations that could be shared with the president.

*NOTE 1: Director should maintain an electronic folder that includes: 1) All previous Annual/Assessment Reports, 2) updated CV’s for all staff.*

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