## Table 1A: Annual Report for Departments and Programs (Deadline determined by Dean)

* 1. Introductory statement (brief)
	2. Faculty
		1. Instructor teaching loads (courses taught and number in each course)
		2. Instructor advising loads
		3. Summary of major faculty accomplishments
	3. Program Outcomes
		1. Evaluate the effectiveness of assessment for your department/program
		2. Post-graduation outcomes for previous year’s graduates
	4. Proposed Curriculum modifications (If any are planned for upcoming year, can you justify them from the results of your assessment tools?)
	5. Revisit/update strategic plan (include Strategic Plan document)
		1. Revisit goals from last year
		2. Identify goals for the coming year
	6. Professional Accreditation (if applicable)
	7. Miscellaneous
	8. Executive Summary in light of Mission

NOTE: Department Chair should maintain an electronic folder that includes: 1) All previous Annual Reports, 2) updated CV’s for all faculty, and 3) most recent Activity Report and written response to Report.