## Table 2: Annual Report Template for Academic Schools (Deadline determined by VPAA)

* 1. Executive summary: Summary highlighting academic year
	2. Mission: Briefly explain how the school worked to advance its mission over the last year
	3. Analysis of student enrollment, majors, and retention
		1. Student credit hours for fall and spring
			1. Please aggregate by department/program
			2. Consider trends over a 5-year period

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

* + 1. Majors by department/program: Provide analysis of trends, problems, and opportunities
		2. Retention rates for your school
	1. Faculty
		1. Changes in full-time and part-time faculty (tenure and promotion, retirements, resignations, new hires)
		2. Instructor teaching loads and student credit hours
		3. Advising loads and any observations you might have on advising issues in your department/program
		4. Summary of major faculty accomplishments (keep faculty activity reports on file; please do not include it in the main report)
	2. Analysis of program outcomes
		1. Evaluate the appropriateness and effectiveness of assessment for the programs in your area
		2. Data on number of program graduates: Provide analysis of trends, problems, and opportunities
		3. 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)
	3. Curriculum
		1. Summary and rationale for major curriculum changes
		2. Observations/analysis of curriculum strengths and weaknesses, include any assessment data to support your analysis
	4. Summary of noteworthy extracurricular and enrichment activities
		1. Discipline-based student organizations
		2. Internships, study abroad, travel opportunities, etc.
	5. Appraisal of learning resources
		1. Facilities (classrooms, labs, equipment, etc.)
		2. Budgets
		3. Library and technology resources
		4. Summary of needs
	6. Goals and strategies
		1. Evaluate last year’s progress on department and school goals
		2. Identify goals for upcoming year
		3. Review progress and update strategic goals

NOTE: Deans and chairs should keep electronic repository of annual reports, activity reports, and written responses.