**Table 9: ANNUAL REPORT FOR GRADUATE PROGRAMS (deadline determined by AVP for GPS)**

**Purpose:**

In keeping with the concerns raised by faculty and staff when first developing graduate programs, ongoing evaluation of graduate programs occurs to ensure that they remain able to sustain themselves and contribute financially to residential overhead. Graduate programs will submit the elements required of all programs in the form of an annual report, but the graduate program annual reports will be supplemented with a more robust financial evaluation. Additionally, Program Directors will meet with their dean and the AVP for GPS to review the annual report for ongoing review.

1. Introductory statement (brief)
2. Program Outcomes

a. Evaluate the effectiveness of assessment for your department/program.

b. Post-graduation outcomes for previous year’s graduates.

1. Student Success Metrics (GPS Office will assist with this section)
   1. Starting enrollment
   2. Withdrawals and reasons for withdrawal, if available
   3. Persistence from first to second term
   4. Completion of program (defined as graduating from the program within the timeframe of two full cohorts)
   5. Graduate employment placement
2. Faculty

a. Instructor teaching loads (courses taught and number in each course)

b. Instructor advising loads

c. Summary of major faculty accomplishments

1. Finances (GPS Office will assist Program Directors with this section)
   1. Revenue (calculated based on per credit hour enrollment as provided by CFO)
   2. Expenditures (calculated by personnel, standard budget elements, indirect costs for residential campus and GPS overhead as provided by CFO).
   3. Percentage of margin. A standard expectation is that each program will be self-sustaining by the end of Year Three. As a goal, programs should target operating at a 20% margin after all program and indirect costs are calculated. There will be situations, though, in which the existence of the graduate program is vital for reasons other than finances (e.g. strengthens the undergraduate program in the same field, is particularly important to our mission, etc.).

1. Proposed Curriculum modifications (if any are planned for upcoming year, can you justify them from the results of your assessment tools?)
2. Revisit/update strategic plan (include Strategic Plan document)

a. Revisit goals from last year

b. Identify goals for the coming year

1. Professional Accreditation Update (if applicable)

IX. Conclusion in light of Mission

NOTE: Program Director 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.