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**DEPARTMENTAL ANNUAL REPORT**

(Due June 30 each year)

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. CURRICULAR PROGRAM -** Describe curricular changes in your department’s major or minor programs. Address any changes in core offerings.

Address any curricular changes that align with the college’s strategic goals for the year, including:

* high-impact practices (HIPs),
* new program development,
* new or updated articulation agreements with community college partners,
* dual degree programs with the graduate school, etc.

Please reference specific strategic plan goals noted on the strategic plan matrix in One Drive.

This section should also include information about enrollment trends in your program(s) and how these trends impact course offerings and scheduling.

Address all curricular changes approved this year and prompted by the department’s/program’s most recent Academic Program Review. An outcome of each Academic Program Review is a general list of recommendations, as well as a more detailed action plan timeline and agenda. Please ensure that the goals listed on the action plan for the year spanning this report are reviewed.

**2. STAFFING -** Describe changes in staffing, e.g., increases or decreases in FTE faculty. Comment on any searches carried out and the outcome(s) of those searches.

Indicate any staffing changes that are part of the year’s strategic plan goals and/or the Academic Program Review action plan.

Please indicate individual faculty teaching loads within your department, noting any overloads or underloads that may have occurred this year.

Decisions re. KAP labor requests are made in March/April (PBAC) and June (Trustees).

Be sure to include any information and outcomes from GA/TA positions in your department.

**3. FISCAL RESOURCES -** Describe any unmet budgetary needs, including needs in the area of technology.

Decisions re. KAP operational requests are made in March/April (PBAC) and June (Trustees).

**4. ASSESSMENT -** Please describe the assessment efforts within your department this year and what changes have occurred as a result of your program-level and/or core curriculum assessment outcomes.

Please include program and core-level assessment efforts.

It is vital that you show how specific curricular or programmatic changes were driven by assessment data.

If programs in your department are informed and/or guided by an advisory board, please include as appendices to this report all advisory board meeting agendas and meeting notes for the year. These documents should confirm:

* + the program(s) overseen by the advisory board
  + names and affiliation of all board members (both internal and external members)
  + date of board meeting(s) this year
  + specific inputs and/or assessments provided by the board
  + specific outcomes and/or recommendations offered by the board

**5. PLANNING -** Describe your department’s plan/strategic goals for next year.

Align your goals for the coming year with specific strategic plan goals of the College. Address program goals that align with the action plan developed following your most recent Academic Program Review.

**6. ACHIEVEMENTS -** Mention any notable achievements of your faculty/department/staff/students this year.

This is where you celebrate the stories of faculty, staff and student achievement in your department. These stories are shared with Marketing and may be published in the magazine, on the website or other social media platform under the College’s purview. PLEASE DO NOT simply reference individual annual reports. I ask that you prioritize and summarize significant, notable achievements in your report that you would like to celebrate and publicize. Accuracy of all scholarly publication references is appreciated, including listing all co-authors. If you'd like to see a complete list of May graduates from your program(s) this year, please reference the February Faculty Meeting agenda packet.