



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. Mention any changes in core offerings.

Address any curricular changes that align with the college's strategic goals for year 4, 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.

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

Address curricular changes that were prompted by your most recent Academic Program Review.

2. STAFFING - Describe changes in staffing, e.g., increases or decreases in FTE faculty. Comment on any searches carried out.

Indicate any staffing changes that are part of the year's strategic plan goals.

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 process.

This should 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 council, please indicate:

- Council members
- Date of council meeting(s)
- Specific inputs and/or assessments provided by the council

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

Align your goals for the coming year with specific year 5 strategic plan goals. Also note goals that are ongoing from year 4 strategic plan goals.

Address program goals that emerged from your most recent Academic Program Review.

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

This is where you provide me with the stories of faculty, staff and student achievement in your department. I share these with Marketing and many will be published in the magazine. 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. Accuracy of publication references is appreciated, including all co-authors. If you'd like to see a complete list of graduates from your program(s) this year, please reference the Faculty Meeting agenda packet.