

## ANNUAL REPORT TEMPLATE

### Due May 31, 2008

The Annual Report is designed to share accomplishments with the community and document quality improvement. Please do not report any data that are available through FAS, Institutional Research. Instead, synthesize what the data mean for your unit.

#### I. Research

##### Accomplishments

- What are the most significant accomplishments in research? This can include significant books, exhibitions, or performances, and especially should include prizes, awards, outstanding publications, recognition, etc.
- How has the faculty incorporated research into their teaching?

##### Planning

- Assess the quantity, quality, and/or focus of research, and describe your plans to sustain quality or improve gaps?

#### II. Teaching

##### Student Learning

- Summarize evidence that this year's graduates from each program have met the learning outcomes.
- How did faculty use program or course-level assessment data or teaching evaluation (including midterm) data and NSSE to change their courses?
- What evidence do you have that course requirements are intellectually rigorous (appropriate to the students' level)? Do they require student research and/or creative expression? If you have undergraduate and master's programs in the same discipline, what evidence do you have that the graduate program is more rigorous than the undergraduate program?
- If appropriate, how would you describe the quality of dissertation/thesis research and their supervision? Please include a discussion of how you assessed the quality.
- What were your most significant community engagement/service learning activities this year?
- What were the most significant student accomplishments (e.g., publications that include students, presentations by students, prizes or awards) this year?
- What changes did you make to the program, courses, assessments, and/or program descriptions and outcome statements as a result of your findings this year?

##### Planning

- How did this year's enrollments (on-campus, off-campus, on-line) compare to last year's?
- What new programs were approved or are in progress?
- What (if any) programs, tracks, or courses have been considered for elimination or eliminated this year? What evidence was used in that consideration?

- What are your plans to sustain or increase enrollments, including plans for courses and programs offered at other sites, during winter intersession, or online?

### III. Service

- What were the major contributions your unit made to faculty governance and other campus activities?
- How did members of your unit promote the profession?
- How did your faculty fulfill the university's land-grant mission with community service?

### IV. Economic Development

- Besides the workforce development of our regular classes, was your unit involved in any economic development activities? If so, please specify tech transfer, consulting/partnerships designed to promote organizations' growth and/or effectiveness, and other similar activities.

### V. Continuous Improvement

- What progress have you made in plans made after your last Five-Year Review?
- What other critical issues have arisen since your last review, and what are your plans for addressing them?
- How do you plan to assess the success of the plans you have made either from the last Five-Year Review or in response to other critical issues?