

## **DEPARTMENT AND COMMITTEE ANNUAL REPORTS**

### **Department Annual Reports**

- **UNIT I** – Evaluation by Department Chair or Program Director (3 pages)
- **UNIT II** – Evaluation by Department Members (1 page)

### **Committee Annual Reports**

- **UNIT I** – Evaluation by Committee Chair (2 pages)
- **UNIT II** – Evaluation by Committee Members (1 page)

**Unit I**  
**Evaluation by Department Chair or Program Director**  
Academic Year 20\_\_ - 20\_\_  
Due June 1

- Section A (department statistics) will be completed by the office of institutional research and sent to the department chair or program director for his/her report.
- Section B is to be completed by department chair or program director and forwarded to the dean.
- Supporting documents and/or other information, when appropriate, should be attached.

Department/Unit \_\_\_\_\_ Chair/Director \_\_\_\_\_

A. Department/Program Statistics (to be completed by the office of institutional research)

Students:	Majors	Minors	
	_____	_____	Total (Spring Semester)
	_____	_____	Number graduating in May
	_____	_____	Number graduating in August
	_____	_____	Number attending Graduate School in coming year

Courses:	Fall	Winter	Spring	
# sections in discipline	_____	_____	_____	(count 2 s.h. courses as 1/2 section; do not include internships or independent studies)
GST 110 (# sections)	_____	_____	_____	(# sections taught by departmental faculty)
Other GST (# sections)	_____	_____	_____	(# sections taught by departmental faculty)
Internship s.h.	_____	_____	_____	(total number of student s.h. generated)
# ELR sections	_____	_____	_____	(# sections taught approved for ELR credit)
Writing intensive	_____	_____	_____	(# non-GST sections taught as writing intensive)

B. Department/Program Planning and Assessment (to be completed by the department chair or program director)

1. Department/Program Mission Statement

This section contains the department's or program's mission statement as it appears in the department's/program's most recent 5-year plan.

2. Department/Program 5-Year Goals

This section contains the department's or program's 5-year goals as identified in the department's/program's most recent 5-year plan.

3. Department Chair's/Program Director's Overview of the Department/Program's Progress

This section is a narrative that allows the department chair or program director to give a global review of the year and highlight significant accomplishments and/or constraints within the department or program.

4. Student Outcomes for the Current Year

This section provides an opportunity for the department/program to examine its progress in measuring student learning outcomes and evaluate the scope and depth of its methods for measuring student progress. It should contain:

- a. Results of current year's senior assessment
- b. Results of other student outcome measures used by the department/program
- c. A statement of objectives for department/program revision based on the student outcomes measurements
- d. A plan for future student assessment/outcomes measurement

5. Department/Program Annual Objectives/Strategies for the Current Year

This section should identify action steps taken during the current academic year to implement department/program objectives and strategies in light of the unit's overall 5-year plan.

- a. Statement of objectives/strategies
- b. Action steps taken to implement objectives (description of steps taken). May include steps in the areas of curriculum, co-curricular programs and personnel development as well as other areas of concern
- c. Description of how action steps were assessed (outcomes of action steps). Should indicate an evaluation of outcome or effectiveness for the action steps
- d. Evaluation of success in light of department/program goals in the 5-year plan

(continued on next page)

6. Projected Plans for the Next Academic Year

This section should contain:

- a. Objectives/strategies for the upcoming academic year (plans may change over the summer)
- b. A statement about how the outcomes and assessment results from the prior academic year (both programmatic and student outcomes) informed provisional plans for the upcoming academic year
- c. Budget implications of plans for the upcoming academic year. (Include personnel, equipment, capital and supplies requirements. Indicate when these requirements can be covered through current department/program resources.)

(8/00)

**Unit II**  
**Evaluation by Department Members**  
Academic Year 20\_\_ - 20\_\_  
Due June 1

- To be completed by department members and forwarded to the dean of your division. Supporting documents and/or other information, when appropriate, should be attached.

Department \_\_\_\_\_ Chair \_\_\_\_\_

A. Departmental Meetings

1. How often did the department meet? \_\_\_\_\_

2. The meetings were: (check all that apply)

- |                  |       |       |          |       |       |  |
|------------------|-------|-------|----------|-------|-------|--|
| a. Well attended | _____ | _____ | _____    | _____ | _____ | Poorly attended                            |
| b. Effective     | _____ | _____ | _____    | _____ | _____ | Ineffective                                |
| c. Too frequent  | _____ | _____ | _____    | _____ | _____ | Too infrequent to<br>accomplish objectives |
|                  |       |       | Adequate |       |       |  |

B. Specific evaluation of departmental meetings:

C. Recommendations for future departmental meetings:

D. Curriculum and/or personnel development needed next year:

E. List the major strengths and weaknesses of the department from your perspective.

F. What was the most significant accomplishment of the department this year?

G. Recommendations for next year. These may be formulated as departmental objectives.

(8/04)



Duties of the Committee:

1. As stated in the *Faculty Handbook*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. As assumed by the committee in the course of its business

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

C. Committee Meetings

1. The committee met on the following dates

_____	_____
_____	_____
_____	_____

2. The meetings were: (check all that apply)

- |                  |       |       |       |       |       |  |
|------------------|-------|-------|-------|-------|-------|--|
| a. Well attended | _____ | _____ | _____ | _____ | _____ | Poorly attended                            |
| b. Effective     | _____ | _____ | _____ | _____ | _____ | Ineffective                                |
| c. Too frequent  | _____ | _____ | _____ | _____ | _____ | Too infrequent to<br>accomplish objectives |
- Adequate

3. Recommendations for future committee meetings:

D. List the committee objectives for this year. Attach a status report for each objective.

E. List the major strengths and weaknesses of the committee from your perspective.

F. What was the most significant accomplishment of the committee this year?

G. Recommendations for next year. These may be formulated as committee objectives.

(8/04)

**Unit II**  
**Evaluation by Committee Members**

Academic Year 20\_\_ - 20\_\_

Due June 1

- To be completed by committee members and forwarded to the provost/vice president for academic affairs. Supporting documents and/or other information, when appropriate, should be attached.

Committee \_\_\_\_\_ Chair \_\_\_\_\_

**A. Membership**

1. The membership composition of this committee is: \_\_\_ Satisfactory  
\_\_\_ Unsatisfactory
2. Recommendations regarding membership:

**B. Duties of the committee as assumed in the course of business**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C. Committee Meetings**

1. How often did the committee meet? \_\_\_\_\_
2. The meetings were: (check all that apply)

- |                  |       |       |       |       |       |   |
|------------------|-------|-------|-------|-------|-------|---|
| a. Well attended | _____ | _____ | _____ | _____ | _____ | Poorly attended                         |
| b. Effective     | _____ | _____ | _____ | _____ | _____ | Ineffective                             |
| c. Too frequent  | _____ | _____ | _____ | _____ | _____ | Too infrequent to accomplish objectives |
- Adequate

**D. Specific evaluation of committee meetings**

**E. Recommendations for future committee meetings**

(7/96)