Name of Department and Mission Statement

Departmental Annual Review

Past Year Goals: In this section outline and provide a progress report on your departmental goals. How did you meet these goals? What metrics did you use?

Highlights. Provide 3-5 significant highlights for the year.

Challenges. What challenges did you face this year? How did you address these challenges, or how do you plan to address these in the future?

Assessment

Please provide critical commentary on how you have incorporated assessment and student learning strategies in to your yearly planning.

Assessment results*. In this section you will report up to four high level results of your completed assessment efforts (in bulleted form). We can access assessment reports using the Campus Labs planning module so please ensure they are up to date. You may also include them in a separate addendum.

Ongoing/future assessments. In this section please describe your departmental plan for assessment in the upcoming year 2015-2016.

Divisional goals

In this section please indicate how your programs and initiatives aligned with one or more of the divisional priorities set last year (good decision making, building cultural capacity, collaboration, and integrating academic, formational and career development).

Departmental goals and priorities

In this section you will indicate up to four departmental goals and priorities for the upcoming year.
Collaborations

In this section please list up to three major collaborations, both within the division and outside of the division, specifically including collaborations with faculty/academic affairs and mission and ministry.

Staff achievements

In this section highlight accomplishments of staff members. This may include, but is not limited to professional presentations, degrees earned, articles written, research conducted, awards or recognition, or grants received.

Recommendations to the Vice President for Student Affairs

In this section provide your recommendations for the division or for the university. There is a section in the annual report where the VP makes recommendations to the president, and your commentary will help inform that section.

Departmental data

You will receive a data file with last year’s data to update or add new data. Please make sure, when possible, to show three years of data. Include an explanation (with an asterisk) of any surprising data.

APR Summary

For those departments who have completed an APR, please give a summary update of the actions you have taken as a result of the APR.

Executive Summary

You will submit a separate Executive Summary for the main section of the report. A template will be provided to you.