

ANNUAL DEPARTMENT REPORT

Directions for Preparing 2005-2006 Report

Purpose:

The Annual Department Report documents the activities and accomplishments of the department in the year just past as well as information about the future needs and aspirations of the department. This information is important to administration. Assessment data demonstrates that students are learning as we intend for them to learn. Institutional priorities are derived from this information, particularly with regard to enrollment, promotional attention, and facilities needs. The Report is also a key record for use in periodic self-studies for Program Review. Data may also be useful in developing the 2007-2008 Self-Study document for re-accreditation with our regional accrediting commission.

Academic Indicators and Time Line: 2005-2006 Academic Year.

Academic Indicator	Used for...	Timeline
Opening Enrollment	Headcount and descriptive data on your students who registered for a degree.	Fall, 2005
Multi-Year Statistics	a. Credits generated. (Includes IDSC and HONS undergraduate credits if appropriate). b. Efficiency Ratios: FTE Students/FTE Faculty c. Productivity. Total direct income (including net tuition generated) divided by total direct expense.	a. Summer, Fall, Spring, 2005-2006 academic year. b. Faculty budget lines used for the FY 06. c. Year-end fiscal data for prior FY. Updated each September.
Assessment findings on student learning outcomes	Field test data Department direct measures Department surveys (indirect)	Data from the graduating class(es), 2005.
Summary of Faculty activities	January Report, 2006	Data for prior year (2005).

Please provide a complete copy of your report to your Dean as well as submitting a copy to the office of the Vice President for Academic Administration.

The annual report is due in completed form by June 30, 2006.

Report Sections:

1. DEPARTMENTAL BUSINESS PLAN .

Attach a copy of the following components:

- a. Mission statement for department (if available).
- b. A Strategic Analysis using the provided S.W.O.T. Worksheet. Included in this plan should be the Fiscal Status (trends showing strengths and weaknesses), the Quality Marks (strengths and weaknesses), the Market and Future (opportunities and threats). What is the job outlook through 2010 for department graduates?¹ What is the departmental plan for communicating with prospective students.
- c. Describe the marketing efforts which have developed in cooperation with Enrollment Management or your school.
- d. Resources required. ***Complete Table 1. Do We Have Enough Students For This Degree?*** to determine how many majors are required to support the costs of the department's degree offerings. Table 1 can be adapted for either undergraduate or graduate degrees. Discuss any program changes which are planned.
- e. Considering your present departmental/program productivity², what goals would you set for your department by FY 2009?

2. FACULTY WORK LOADS.

- a. Update the teaching loads for departmental faculty during 2005-06. ***Complete Table 2: Faculty Work Assignments for 2005-06***. See sample.

3. SUCCESS OF GRADUATES.

- a. ***Complete Table 3: Post-Graduation Information***. Enter the names of the 2005 graduates into Table 3 with as much information as you have collected about their success during this past year.
 - How many undergraduates were admitted to graduate school in this past year?
 - Do you have any evidence regarding the adequacy of the department's degree preparation for graduate study? (i.e. letters from major professors for your students now in graduate school or letters from your graduates about how well prepared they were for their graduate program.)
 - What percent of the department's graduates were employed in jobs for which they were trained?
- b. List any awards, honors, or other special achievements of students and/or

¹ Data from Enrollment as to inquiries to date for the coming year may be helpful. Job outlook information is also available on the web: www.bls.gov/oco.

² Productivity = Total Revenue + Total Expense. This is shown in your Multi-Year Statistics Table.

- graduates in this past year. Do not include endowed scholarship awards.
- c. Do you maintain communication contacts (e.g. e-mails, newsletter, alumni homecoming functions, etc) with your alumni? Please describe. Attach copies of your newsletter if used..

4. DEPARTMENT CURRICULA. .

- a. **Complete Table 4. Curriculum Update** which demonstrates the courses you are offering organized by degrees.
- b. Describe the strategies the department has used in the past 5 years to improve program efficiency. These might include curriculum review and consolidation, consolidation or removal of courses which were redundant with those taught in other areas of the university, or course cancellation if enrollment is below minimum enrollment³ expectations.
- c. Indicate on Table 4 the courses which you are currently offering on-line, or which are heavily augmented with on-line resources (WebCT based).
- d. List what courses, if any, are planned for on-line development?

5. ENROLLMENT AND RETENTION INITIATIVES

- a. If you have not previously done so, briefly summarize the **advising system** used in the department.
 - Who advises freshmen and sophomores?
 - Who advises upper classmen, especially seniors ?
 - What is the usual advising load (# students/faculty advisor) for your faculty?
 - Do all faculty in the department have advisees, or are some given other responsibilities?
- b. Does the department have a Departmental **Student Handbook**? If so, attach to this report. **If this was supplied with last year's report, only attach if there is a revised edition now in use.**
- c. How is the department web page used for departmental promotion? Have you moved the web page to the new AU web look?
- d. If you have created **new** promotional materials since last year's report, please attach.

6. ASSESSMENT OF LEARNER OUTCOMES. **Complete Assessment Plan/Report (Use Tables 5a and 5b if they are helpful; or develop your own way to tell your story).**
Note: Please begin and end this section on separate pages so it can be forwarded to the University Assessment Office for compilation in the Annual University Assessment

³ Minimum enrollment: Undergraduate lower division classes = 10 students. Undergraduate upper division classes and graduate classes = 5 students.

Report.

- a. Attach current statement of planned learner outcomes for each degree program offered in the department.
 - b. Which learner outcomes did your department assess this academic year? Provide summary data (in tabular or graphic form) from this review. Please report direct measures of learning in this section. What did you learn from this analysis of student learning?
 - c. If student satisfaction data or other indirect measures of learning were obtained, please attach as a separate item.
 - d. Describe the faculty discussion and use of this data. What program, course, teaching, or assessment decisions were made in response to the findings?
 - e. Describe where you believe this department is in terms of evaluating student learning and improving outcomes. How is a commitment to measuring learning and documenting past successes and future goals communicated vertically (to students and administration) and horizontally (to faculty inside and outside the department)?
7. FACULTY SCHOLARLY and PROFESSIONAL ACTIVITY and ACHIEVEMENTS:
- a. Did any departmental faculty receive awards or recognitions in this past year? If so, list these.⁴
 - b. Summarize the *creative and scholarly efforts of your faculty* during the calendar year 2005 as reported in the January Report, 2006. Complete Table 6. Summary of Scholarly and Professional Productivity, 2005.
 - c. Has your department or its faculty received attention in local or church press in the past year? Attach copies of press stories for *community or church service efforts* (off-campus). These are placed in a faculty member's professional file.
 - d. Do all your faculty who have not achieved full Professor status or Continuous Appointment have a current Faculty Advancement Plan? Discuss how well the planning process is working for your department.
 - e. What proportion of the faculty attended a professional conference in the past year

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Summarize from data provided on faculty Annual Reports.

8. IMPROVING TEACHING:

- a. What plans have been discussed in the department to develop excellence in teaching among the faculty? What topics would you recommend as being of interest and/or needed for your faculty? Which ones were derived from assessment data (see section 6).
- b. Are you using any form of peer evaluation for class teaching by your faculty? If so, please describe.
- b. Describe any innovative teaching strategies used by your faculty.

9. DEPARTMENTAL GOVERNANCE:

- a. How is the *department structured*? Please draw an organization chart which shows your degree programs (and coordinators, if any), and department committees. If there are program coordinators within the department, describe their responsibilities.
- b. How do *students* participate in departmental business (e.g. on departmental committees)? Is there a *student club* within the department? Briefly list the major activities of the club in the past year.