ANNUAL DEPARTMENT REPORT

Directions for Preparing 2005-2006 Report
SEMINARY PROGRAM DIRECTORS

<u>Purpose:</u>

The Annual Seminary Program Report documents the activities and accomplishments of the program in the year just past as well as information about the future needs and aspirations of the program. 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 ATS and our regional accrediting commission.

<u>Academic Indicators and Time Line</u>: **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.
Seminary Assessment Report (data from Peter Swanson).	Assessment findings on student learning outcomes	2005 database.

Please provide a <u>complete copy of your report to your Dean</u> 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.   PROGRAM BUSINESS PLAN .
        Attach a copy of the following components:
        a.   Mission statement for program (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 graduates of this program?
                What is the 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 or Program?***   Using this table, determine how many majors are required
                to support the costs of the department's degree offerings. Discuss any program
                changes which are planned.
        e.   Considering your present program enrollment, what goals would you set for
                program by FY 2009?

2.   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.
                •   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
                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..

3.   CURRICULA.

        a.   ***Complete Table 4. Curriculum Update.*** Update Table 4 which demonstrates the
                courses you are offering for the program(s).
        b.   Describe the strategies the program has used in the past 5 years to improve
                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 enrollment[1] expectations.

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[1]   Minimum enrollment: Undergraduate lower division classes = 10 students.   Undergraduate
        upper division classes and graduate classes = 5 students.

c. Indicate on Table 4 the courses which you are currently offering on-line, or which are <u>heavily augmented</u> with on-line resources (WebCT based).
d. List what courses, if any, are planned for on-line development?

4. 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 Report.***
   a. Attach current statement of planned <u>learner outcomes</u> for each degree program offered.
   b. Which <u>learner outcomes</u> did your department assess this academic year? Provide summary <u>data</u> (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 <u>satisfaction data</u> or other indirect measures of learning were obtained, please attach as a separate item.
   d. Describe the faculty discussion and use of this data. <u>What program, course, teaching, or assessment decisions were made</u> 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 <u>commitment to measuring learning</u> and documenting past successes and future goals communicated vertically (to students and administration) and horizontally (to faculty inside and outside the department)?