**Annual Report**

**[Department or Program Name]**

**1. Executive Summary**

**Please summarize the major points made in this report. The executive summary is limited to one page of the report.**

**2. Responses to program review and other prior evaluations**

(*Please remember that this section should be accompanied by* ***Appendix A: List of all action plan items from the last program review.***)

**2.1. Please summarize the progress the program made this year toward completing its action plan items from the latest program review.** (*If no action plan items were addressed this year, please state “No action plan items were addressed this year.”*)

**2.2. Please summarize any actions made this year that were not a result of program review action items and explain clearly why they were made.** (*If there were no such actions, please state “No such actions were addressed this year.”*)

**3. Program Assessment**

(*Please remember that this section should be accompanied by* ***Appendix B: Goals, objectives, and assessment of student learning outcomes.***)

**3.1. Please summarize what the evaluation of this year’s assessment activities revealed about your program’s success in meeting its student learning goals and outcomes.**

*Item assessed:*

*Summary of assessment results:*

*Analysis:*

*Recommendations:*

**3.2. If your program has altered its assessment plan since its last annual report, then please explain how and why it was changed.** (*If no changes were made, please state “No changes have been made to our assessment plan since our last annual report.”*)

**4. Common Curriculum Assessment**

(*Please remember that this section should be accompanied* ***Appendix C: Common Curriculum courses and credits taught by the program’s faculty members*** *and* ***Appendix D: Goals, objectives, and assessment of student learning outcomes for the Common Curriculum.***)

**4.1. Please summarize what the evaluation of this year’s assessment activities revealed about your program’s success in meeting Common Curriculum learning goals.**

*Item assessed:*

*Summary of assessment results:*

*Analysis:*

*Recommendations:*

**4.2. If your program has altered its assessment plan for the Common Curriculum since its last annual report, then please explain how and why it was changed.** (*If no changes were made, please state “No changes have been made to our assessment plan for the Common Curriculum since our last annual report.”*)

**5. Resources**

(*Please remember that this section should be accompanied* ***Appendix E: Enrollment and FTE data*** *and* ***Appendix F: Budget allocations and final balances.***)

**5.1. Please discuss briefly any staffing challenges your program experienced this year.**

**5.2. Please discuss briefly any budgetary challenges your program experienced this year.**

**5.3. Please discuss briefly any other resource-related concerns that impacted your program this year.**

**6. Mentoring of faculty**

**6.1. Discuss briefly how the program’s chair or other faculty members have assisted in the mentorship of their colleagues, especially those who are untenured or on term-contract hires.** (Please do not include any discussion of the evaluations of individual members of your program’s faculty.)

**7. Scholarship, creative activity, and service**

(*Program chairs are strongly encouraged to have their faculty members use the online faculty CV database to record these activities and those of their students.*)

**7.1. List or summarize the scholarship or creative activities of the program or its faculty members this year.**

**7.2. List or summarize the scholarship or creative activities of the program’s students this year. When doing so, please acknowledge faculty membership of these activities.**

**7.3. List or summarize the service performed by the program or its faculty members this year.**

**7.4. List the grant applications and grant awards made by the program’s faculty received this year.**

**Appendices**

**Appendix A: List of action plan items from the latest program review.**

In this appendix, please indicate which action plan items have already been addressed or completed in a previous year.

**Appendix B: Goals, objectives, and assessment of student learning outcomes.**

This appendix should include:

* The program’s goals and objectives for student learning;
* Brief descriptions of the direct or indirect measures the program uses to assess its goals and objectives;
* An assessment schedule listing the year each goal or objective will be (or has last been) assessed. This schedule should show a full cycle of assessment, covering each and every goal or objective.

**Appendix C: Common Curriculum courses and credits taught by the program’s faculty members.**

This information will be provided each spring semester by the Registrar’s Office to the chair of each program in a standard format.

**Appendix D: Goals, objectives, and assessment of student learning outcomes for the Common Curriculum.**

This appendix should include:

* The specific Common Curriculum learning goals assessed by the program (available at <http://www.csbsju.edu/Common-Curriculum/Common-Curriculum-Learning-Goals.htm>);
* Brief descriptions of the direct or indirect measures the program uses to assess the Common Curriculum learning goals;
* An assessment schedule listing the year each Common Curriculum learning goal will be (or has last been) assessed. This schedule should show a full cycle of assessment, covering each and every goal or objective.

**Appendix E: Enrollment and FTE data.**

This information will be provided each spring semester by the Registrar’s Office to the chair of each program in a standard format.

**Appendix F: Budget allocations and final balances.**

This will indicate the total funds allocated to the program for budget lines not associated with faculty or staff salaries, and the remaining balance for each of those lines.

**If other appendices are needed for the program’s annual report, then please list them here.**