

## **ANNUAL REPORT DIRECTIONS 2018-21**

### **YEAR ONE ANNUAL REPORT DIRECTIONS (FY 2019)**

**Due Date:** Submit one electronic copy of this report to your immediate supervisor, and one to the Office of Institutional Effectiveness and Planning by **October 31, 2019**.

**General Directions:** Please edit header to reflect year the report was submitted, and enter unit name under “Unit:” on each page. Enter correct page number for the beginning of each section of your report in the Table of Contents.

#### **SECTION 1 STATE OF THE SCHOOL/COLLEGE/UNIT:**

Prepare a summary of the major accomplishments of your unit during the last FY. This summary should be no more than three pages and should include the general accomplishments of the unit, the allocation and use of budget resources, and any major challenges that the unit may face in the coming year. General accomplishments of a unit might include improvements in metrics or activities undertaken that are related to Complete College Georgia, as well as discipline specific accomplishments and activities intended advance unit strategic plans. Allocation and use of budget resources should pay special attention to resources allocated to implementation of strategic goals or action plans based on assessment. A bulleted list of items is acceptable; complete sentences are not necessary.

#### **SECTION 2 ANNUAL ASSESSMENT SUMMARY**

Prepare a summary of the unit’s assessment activities for the last FY. This summary should outline what activities were undertaken during the last year to implement the unit’s assessment plan and update unit progress on specific action plans proposed for making improvements in unit effectiveness. In the first year of the three year assessment cycle, you should also include a copy of your current assessment plan (see Unit Assessment Table on Institutional Effectiveness and Planning Website under Assessment and Planning Resources: <https://gsw.edu/academics/academic-affairs/iep/assessmentresources>).

Also submit your Unit Strategic Plan Progress Report (see Unit Strategic Plan Template on Institutional Effectiveness and Planning Website under Assessment and Planning Resources: <https://gsw.edu/academics/academic-affairs/iep/assessmentresources>).

#### **SECTION 3 SUMMARY OF FACULTY-STAFF ACCOMPLISHMENTS**

Prepare a list of noteworthy accomplishments by the faculty or staff in your unit.

#### **SECTION 4 PROGRAM OR UNIT CHANGES**

Prepare a list of changes that have occurred to the unit during the past year, including especially personnel changes, or addition or reassignment of unit responsibilities. Examples of other changes that may be listed: New degree or certificate programs added; new services added; programs or services deleted or merged; new institutes, centers or divisions approved by the Board of Regents; special activities in teaching, scholarship, service, or student support; program or unit reviews, and

accreditation outcomes; or important activities intended to enhance retention and graduation rates, or increase the efficiency of unit operations.

## **YEAR TWO ANNUAL REPORT DIRECTIONS (FY 2020)**

**Due Date:** Submit one electronic copy of this report to your immediate supervisor, and one to the Office of Institutional Effectiveness and Planning by **October 31, 2020**.

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### **SECTION 1 STATE OF THE SCHOOL/COLLEGE/UNIT:**

Prepare a summary of the major accomplishments of your unit during the last FY. This summary should be no more than three pages and should include the general accomplishments of the unit, the allocation and use of budget resources, and any major challenges that the unit may face in the coming year. General accomplishments of a unit might include improvements in metrics or activities undertaken that are related to Complete College Georgia, as well as discipline specific accomplishments and activities intended advance unit strategic plans. Allocation and use of budget resources should pay special attention to resources allocated to implementation of strategic goals or action plans based on assessment. A bulleted list of items is acceptable; complete sentences are not necessary.

### **SECTION 2 ANNUAL ASSESSMENT SUMMARY**

Submit your Unit Strategic Plan Progress Report (see Unit Strategic Plan Template on Institutional Effectiveness and Planning Website under Assessment and Planning Resources: <https://gsw.edu/academics/academic-affairs/iep/assessmentresources>).

### **SECTION 3 SUMMARY OF FACULTY-STAFF ACCOMPLISHMENTS**

Prepare a list of noteworthy accomplishments by the faculty or staff in your unit.

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accreditation outcomes; or important activities intended to enhance retention and graduation rates, or increase the efficiency of unit operations.

### **YEAR THREE ANNUAL REPORT DIRECTIONS (FY 2018)**

**Due Date:** Submit one electronic copy of this report to your immediate supervisor, and one to the Office of Institutional Effectiveness and Planning by **October 31, 2021**.

**General Directions:** Please edit header to reflect year the report was submitted, and enter unit name under “Unit:” on each page. Enter correct page number for the beginning of each section of your report in the Table of Contents.

#### **SECTION 1 STATE OF THE SCHOOL/COLLEGE/UNIT:**

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#### **SECTION 2 ANNUAL ASSESSMENT SUMMARY**

The Annual Assessment Summary consists of two parts this year: The Three-Year Trend Report on your Unit Assessments and the Strategic Plan Progress Report. Three-Year Trend Report should entered in Section 2 and the Strategic Plan Progress Report should be submitted as an appendix.

##### Three-Year Trend Report

The Three-Year Trend Report consist of three parts: Report of assessment data for FY 2019, FY 2020, and FY 2021, analysis of the data concentrating on observed trends, and proposed actions to improve any results that are below assessment targets or that the unit identifies for improvement by another means. Data may be reported in either tabular or narrative form. If you chose a tabular form, you can base your tables on Assessment Results table found on The Institutional Effectiveness Resource webpage. The data analysis should be in narrative form following the results report. Action plans should submitted using the Action Plan Form found on The Institutional Effectiveness Resource webpage. Any questions on how to compose or format this section of the annual report should be directed to the Director of Institutional Effectiveness and Planning.

##### Unit Strategic Plan Progress Report

The Unit Strategic Plan Progress will be submitted as an appendix to your annual report using the Unit Strategic Pan Template

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### **SECTION 4 PROGRAM OR UNIT CHANGES**

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