

# APPENDIX E

Annual Report Format

**DELTA STATE UNIVERSITY: ACADEMIC ANNUAL REPORT**

**Academic Year 2005-06**

**Unit Title:**

**School or College:**

**Unit Administrator:**

**I. Educational Program Learning Outcome Assessment Plan**

These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation.

<b>Learning Outcome</b> <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i>	<b>Data Collection and Analysis</b> <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i>	<b>Results of Evaluation</b> <i>What were the findings of the analysis? List any specific recommendations.</i>	<b>Use of Evaluation Results</b> <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i>

**II. Division/Department Goals for the Current Year**

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a development campaign in conjunction with the DSU Foundation to raise monies for faculty research and travel.

**A. Goal # 1**

**1. Institutional Goal which was supported by this goal:**

*Listed in the Strategic Plan or in the Quality Enhancement Plan. Please note if the unit goal is in support of a Strategic Plan goal (e.g., SP#2) or a Quality Enhancement Plan goal (e.g., QEP#1).*

**2. Evaluation Procedure(s):**

*How did you determine if this goal is met?*

**3. Actual Results of Evaluation:**

*Explain if the evaluation is not complete*

**4. Use of Evaluation Results:**

*How were the results used to improve programs, operation, or services? Indicate if this led to a new goal for the next year.*

**B. Goal # 2**

**1. Institutional Goal which was supported by this goal:**

**2. Evaluation Procedure(s):**

**3. Actual Results of Evaluation:**

**4. Use of Evaluation Results:**

**C. Goal # - Repeat as needed to list all goals for the current year**

**V. Data and information for department:**

**7. Personnel:**

**Noteworthy activities and accomplishments:**

**New position(s) requested, with justification:**

**Recommended change of status**

*(such as promotion/tenure/change in responsibilities):*

**7I. Degree Program Addition/Deletions and/or Major Curriculum Changes:**

**Changes made in the past year**

**Recommended changes for the coming year(s)**

**7II. Division/Department Goals for Coming Year**

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

**A. Goal # 1**

**1. Institutional Goal(s) supported by this goal:**

*Listed in the Strategic Plan or in the Quality Enhancement Plan. Please note if the unit goal is in support of a Strategic Plan goal (e.g., SP#2) or a Quality Enhancement Plan goal (e.g., QEP#1).*

**2. Expected Results:**

*What happens if the goal is met?*

**3. Evaluation Procedure(s):**

*How will you determine if this goal is met?*

**4. Use of Evaluation Results:**

*How will the results be used to improve programs, operation, or services?*

**B. Goal # 2**

**1. Institutional Goal(s) supported by this goal:**

**2. Expected Results:**

**3. Evaluation Procedure(s):**

**4. Use of Evaluation Results:**

**C. Goal #** - Repeat as needed to list all goals for the coming year