APPENDIX E

Annual Report Format
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.

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Data Collection and Analysis</th>
<th>Results of Evaluation</th>
<th>Use of Evaluation Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>What should a graduate in this major know, value, or be able to do at graduation and beyond?</td>
<td>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.</td>
<td>What were the findings of the analysis? List any specific recommendations.</td>
<td>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</td>
</tr>
</tbody>
</table>

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):

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

Changes made in the past year

Recommended changes for the coming year(s)

II. 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