**Departmental Annual Report Template Table of Contents**

Section 1: Unit Goals/Progress/Accomplishments 2

Section 2: Evaluation and Planning Program Viability 3

Communication Sci & Disorders BS 3

Section 3: Department Undergraduate Non-Dual Credit Hour Production 6

Section 4: Faculty/Staff/Student Accomplishments 7

Section 5: Alumni Information 8

Section 6: Resource Allocation Request 9

Supporting Documents 10

Annual Program Review Data Definitions 11

**Departmental Annual Report**

**Department Annual Report (outline)**

1. Unit Goals/Progress/Accomplishments: focus on department/program accomplishments.
2. Program Viability and Enrollment Management: includes viability metrics, departmental enrollment management plan and departmental performance toward meeting enrollment management goals (supported by enrollment management report provided by Institutional Research).
3. Faculty, Student, and Staff Accomplishments: focus on individual accomplishments that provide evidence of advancing or enhancing program quality
4. Alumni Accomplishments
5. Resource allocation recommendations

**Department Annual Report (template)**

Section 1: Unit Goals/Progress/Accomplishments[[1]](#footnote-1)

In Table 1 list Unit Goals from the Five Year Plan and additional goals established for the current year, describe actions implemented to help achieve goals, and provide evidence of how the actions taken contribute to goal achievement.

*Table 1: Progress in Accomplishing 5 Year Goals*

|  |  |  |
| --- | --- | --- |
| **Unit Goal[[2]](#footnote-2)** | **Action Items** | **Evidence of Progress to Goal****(performance relative to action item)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Section 2: Evaluation and Planning Program Viability

Using Tables 2a through 2d, and additional data provided by Institutional Research, describe efforts the department is taking to improve enrollment, retention, and graduation.

*Table 2a – Fall Program Demand*

|  |  |  |  |
| --- | --- | --- | --- |
| **Fall Semester** | **Demand****(New to Major)** | **Majors****(New plus Continuing)** | **Graduates** |
| 2017 |  |  |  |
| 2016 |  |  |  |
| 2015 |  |  |  |
| 2014 |  |  |  |
| 2013 |  |  |  |
| 2012 |  |  |  |
| **Averages** |  |  |  |

Table 2b: Fall Viability Metric Ratios

|  |  |  |  |
| --- | --- | --- | --- |
| **Fall Semester** | **Graduation Efficiency** | **Student Attrition** | **Growth Trend** |
| 2016 |  |  |  |
| 2015 |  |  |  |
| 2014 |  |  |  |
| 2013 |  |  |  |
| 2012 |  |  |  |
| **Ratios** |  |  |  |

Departmental Annual Report Template (cont)

*Table 2c: Fall Retention Totals*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fall Semester** | **New****Majors** | **Total Majors** | **Retained in Major** | **Retained in Different Major** | **Graduated** | **Stopped****Out** |
| *In**Major* | *Out of Major* |
| 2017 |  |  |  |  |  |  |  |
| 2016 |  |  |  |  |  |  |  |
| 2015 |  |  |  |  |  |  |  |
| 2014 |  |  |  |  |  |  |  |
| 2013 |  |  |  |  |  |  |  |
| 2012 |  |  |  |  |  |  |  |
| **Summary** |  |  |  |  |  |  |  |

*Table 2d: Enrollment Management Plan Performance (Departmentally Set Goals and Action Items. Institutional Research will provide information for Enrollment Management Performance column)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Enrollment Management Goal** | **Action Items** | **Enrollment Management Performance (Fall Semester)** |
| **2012** | **2013** | **2014** | **2015** | **2016** | **2017** |
| New Majors |  |  |  |  |  |  |  |  |
| Retained in Major |  |  |  |  |  |  |  |  |
| Retained at IPFW |  |  |  |  |  |  |  |  |
| Total majors |  |  |  |  |  |  |  |  |
| Graduated in Major |  |  |  |  |  |  |  |  |
| Stopped Out |  |  |  |  |  |  |  |  |

Departmental Annual Report Template (cont)

*Table 2e: Discussion - Use the data from Tables 2a-2c to synthesize and analyze your program's enrollment and retention performance relative to the established goals. Discuss future plans to improve program viability. Finally, describe any changes in your action plan you are making to improve performance.*

# Section 3: Department Undergraduate Non-Dual Credit Hour Production

Discussion: Describe changes in total non-dual credit hour production for your program and the relationship of non-dual credit hour production to overall program viability. You may include a discussion of the contribution of service hours to program viability.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fall** | **In-Major** | **Service** | **Total Credit Hours** |
| Fall 2017 |  |  |  |
| Fall 2016 |  |  |  |
| Fall 2015 |  |  |  |
| Fall 2014 |  |  |  |
| Fall 2013 |  |  |  |
| Fall 2012 |  |  |  |

# Section 4: Faculty/Staff/Student Accomplishments

1. Scholarship and Creative Endeavor
2. Teaching and Learning
3. Service

# Section 5: Alumni Information

In this section discuss how your program is contributing to the ongoing success of its graduates. Include information such as survey information (e.g. First Destinations Survey), alumni career accomplishments, employment information, and professional and graduate school enrollment

# Section 6: Resource Allocation Request

Please use the section below to discuss resources needed to help meet departmental and enrollment management goals. Describe the specific projected uses of those funds and your plan for evaluating the effectiveness of the requested resources in helping reach departmental and enrollment management goals.

# Supporting Documents

1. 5 Year Strategic Plan for Unit (produced at last program review). For programs transitioning to the new Program Review Process, the two USAP reports (or, a unit strategic plan developed for the period) should be included.
2. Enrollment Management Plan: The enrollment management plan should include targets for:
3. total students enrolled in program,
4. new students in the program defined as an annual cohort (i.e. defines cohort as students accepted into program in current academic year),
5. retention within cohort,
6. aggregate retention for majors,
7. progress toward degree, and
8. First Destinations Survey (Career Services)
9. Alumni Survey (5 Year) – recommended as future requirement for all programs

# Annual Program Review Data Definitions

The Annual Program Review document uses two data sources. The New Majors, Total Majors, Retained In and Out of Major, Stop-out, and Student Attrition measures are derived from the Office of Institutional Research Census data files. The Graduated measure is derived from Banner’s degree awarded tables. The viability metric ratios, Graduation Efficiency and Growth Trend, use a combination of the two data sources.

Table 2a – Fall Program Demand

Program demand data is defined by the number of new students to a major or concentration, the total number of majors or concentrations, and number of graduates per academic year.

1. Demand
	1. The number of students who are new to the major in a given fall semester either as first year students or as returning students who have changed their major. The number of students where identified by their first or second declared major.
2. Majors
	1. The total number of students who declared a major in a given fall semester. This is the sum of new and continuing students. The number of students where identified by their first or second declared major.
3. Graduates
	1. The number of students who graduate in a given major or concentration in a given academic year. The number of students where identified by the first or second major on their degree.

Table 2b: Fall Viability Metric Ratios

1. Graduation Efficiency
	1. The number of students who graduated in major divided by the number of majors. Since graduation efficiency measure is calculated using values in Table 2a and Table 2c, the graduation efficiency measure accounts for students first and/or second major.
2. Student Attrition
	1. The number of students who stop out (are not retained at PFW) divided by the number of majors or concentration.
3. Growth Trend
	1. The sum of the number of students entering major or concentration divided by the number of students graduating, changing a new major, or stopping-out. In the situation where the denominator is zero, the simply the number of majors is reported.

Table 2c: Fall Retention Totals

1. New Majors
	1. The number of students who are new to the major in a given fall semester either as first year students or as returning students who changed their major.
2. Total Majors
	1. The total number of students who declared a major in a given fall semester. This is the sum of new and continuing students.
3. Retained in Major
	1. The number of students who were retained at the University in a given fall semester to the next academic year’s Fall semester. For example, the Fall 2015 retained in major number shows the number of majors who returned in Fall 2016 in the same major.
4. Retained in Different Major
	1. The number of students who were retained at the University in a given fall semester to the next academic year’s Fall semester. For example, Fall 2015 retained in different major number shows the number of majors who returned in Fall 2016 in a different major.
5. Graduated
	1. In Major
		1. The number of students who earned a degree in an academic year. Determining whether someone graduated in major is based on the comparison of a student’s fall major against major(s) on their degree awarded.
	2. Out of Major
		1. The number of students who earned a degree in an academic year. Determining whether someone graduated out of major is based on the comparison of a student’s fall major against major(s) on their degree awarded.
6. Stop Out
	1. The number of students who did not return to the University in the next academic year’s Fall semester. For example, the Fall 2015 stop-out number shows the number of majors who did not return to the University in Fall 2016.
1. This section does not include enrollment goals. Enrollment goals are reported in Section 2. [↑](#footnote-ref-1)
2. In transition prior to development of 5 year strategic plan, use USAP Yr. 1 and 2 Reports [↑](#footnote-ref-2)