**MEMORANDUM 5/5/2022**

To: Directors and Office/Center Managers

From: Academic Affairs

Subject: Annual Reports 2021-2022

In an ongoing effort to make assessment a part of every aspect of the Division of Academic Affairs, *all* offices/centers within the Division are being asked to create an end-of-year report. In an attempt to make these reports as manageable and meaningful as possible, I ask that you approach reports this year with the following in mind.

* The annual report is a *retrospective* reflection on the achievement of your office/center goals and success measures during a single year.
* The annual report should synch with the current [Strategic Plan 2025-Choosing Our Path](https://stockton.edu/strategic-plan/index.html).

Feedback in response to this report will come from your dean or direct supervisor, and your dean or direct supervisor will use your report and all others to craft an overall state of the school/division report, based on the trends and themes represented in these reports. The school/division report is the report submitted to the Provost and provides a reflective *retrospective* in relation academic affairs action plans, and institutional priorities in any given year. This is how we demonstrate one aspect of what our external stakeholders consider “Educational Effectiveness.”

1. Please limit your report to 2-3 pages non inclusive of appendices that you consider *necessary.*
2. See the organizational structure of the report below.
3. Due date is June 15**, 2022,** to your dean/direct supervisor. The dean/direct supervisor will send you comments, then forward. The reports are archived in [SharePoint](https://stockton0.sharepoint.com/sites/AnnualReportsandPeriodicReviews)
4. Please do NOT send annual reports directly to the Provost. Please upload into [SharePoint](https://stockton0.sharepoint.com/sites/AnnualReportsandPeriodicReviews). The Provost Office will have access to read the reports and discuss with the deans.

**Office/Center Annual Reports 2021-2022**

Please use the following structure (2-3 pages):

1. **Re-state program/office/center goals for the 2021-22 academic year as identified in previous annual report. If this is your first report, please state the goals that your team created this past year. Office/Centers *DO NOT* need to address each University Strategic Goal.**

***Sample Goals Table***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program Goals | Strategic Goals | **Responsible Faculty/Staff** | **Completion Date** | **Optional Comments** |
| Streamline process for obtaining a tutoring session to increase number of students | 1.3, 3.4, 4 | Person A and Person B | May 2023 |  |
| Increase events that highlight student grants and research | 3.1, 3.2 | Person A or Task Force | May 2023 | New Director Jan 2023 reduced opportunities |

1. **Provide an Executive Summary of Office/Center goal achievements and briefly discuss progress and/or major achievements made during the 2021-2022 academic year.** If any goals were not met, address challenges and planned remediation moving forward, including modification or withdrawal of the goal.

This section should include 1-3 brief paragraphs summarizing activity during the year. Any narrative should be evidence-based relevant to identified goals. Based on identified goals the data MAY include media mentions, donations, events, enrollment trends, office/center performance/collaborations, stakeholder satisfaction (students, faculty, alumni, community members), grants, community service and other documents or data that support your discussion.

1. **Describe resources used last year to achieve your program/office/center goals?**
2. **Think to the future, by identifying program/office/center goals for the 2022-23 academic year.**

**a.**  Discuss any resources that may be needed to achieve goals.

1. **Additional information required by School or direct supervisor.**
2. **OPTIONAL Appendices to support Annual Report based on identified goals in the form of a summary:**
3. Summary list of Staff Achievements (not individual vitae)
4. Summary list of Community Engagement and Service Learning tied to office/center outcomes, if applicable
5. Summary list of Grants obtained or ongoing, if applicable
6. Summary Media Mentions, if applicable
7. Summary of programs/events/accomplishments

RESOURCES

Please note that the following resources (unless \*\*) are available to deans and cabinet members and do not need to be rearticulated or added as an appendix.

The following documents may help to discuss office/center goals. Review of documents is based on programmatic goals and may not be needed across all programs.

* + - Grant activity \*\*
    - Faculty/Student Service to community embedded in curriculum \*\*
    - Data sources as appropriate to office/center goals
    - DEI activity or connection to curriculum \*\*

SAMPLE/EXAMPLE GOAL STATEMENTS

The Office will create a DEI professional development for stakeholders

The Center will increase the number of media mentions

The Center will create a market analysis to assess new programming for seniors

The Office will create a strategic plan to enhance student services for #####