**Office/Center Annual Reports 2022-2023**

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

1. **Re-state program/office/center goals for the 2022-23 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 2022-2023 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 2023-24 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 #####