

Niagara University	POLICY	Date: 5-06	No: O-4
		Replaces: 3- 03	

Subject: **ANNUAL REPORTS**

Annual reports are a vital component of the University's annual cycle of planning, assessment, and reporting. The purpose of the annual report is threefold:

1. To serve as a vehicle for departmental reflection and planning on an annual basis.
2. To provide input to university-wide assessment of student learning outcomes, program quality, and accomplishment of strategic plan goals.
3. To provide input to college and university planning processes, including setting priorities, goals, new initiatives and potential budget considerations.

The annual report will contain the following sections:

- A. **REVIEW OF PAST YEAR.** *Review of current priorities, highlights of accomplishments and review of challenges of the past year.* This section should be a brief summary of no more than two pages, but should provide an opportunity for the department to reflect on its progress over the past year.
- B. **ASSESSMENT.** *Department goals and assessment of those goals.* There are two forms to be completed:
  1. The **Assessment of Goals** Reported For the Current Year
  2. The **Goals Planned** For the Coming Year

Departments will use the annual report process to report on several types of goals and assessments: departmental goals, student learning goals (both gen ed and department), and strategic plan goals. The two report formats are attached.

All goals do not have to be assessed every year. While all strategic plan goals should be reported on each year, departments may choose a reasonable number of other goals to assess and report on each year.

Departments will be asked to illustrate how their goals are linked to the university mission, enabling goals, strategic plan goals, general education goals, college goals, and sector goals, as appropriate. That linkage should be demonstrated by identifying and quoting the specific phrase and reference.

Under **Data Used To Assess Outcomes or Data to be Collected**, departments should indicate what data was/will be used to assess the actual outcomes against planned goals, including using institutional data where appropriate. An example of institutional data is the retention rate for an academic department from the Academic Department Information "red book" report issued by Institutional Research.

**Outcomes Achieved/Expected** reports the actual or expected findings. After conducting the assessment, departments also should include any conclusions to be drawn from their findings.

**Actions taken and/or desired as a result of outcomes** is to be completed after assessment. These follow-up actions can be internal program/personnel/financial changes made in a department, or broader changes at the university.

**Potential Resource Implications (savings, expenses, new revenue)** is an optional section, indicating the types and amounts of resources that are needed to support the actions desired. Departments will be given the opportunity to request these resources in the following fall.

C. OBSERVATIONS FOR CONSIDERATION IN FUTURE PLANNING. (Optional)  
*Important trends or considerations for Niagara University's future planning.*  
Please share any trends or issues that you are aware of that the university should keep in mind in its planning, e.g., changing patterns of student expectations, use of technology, preparedness for college work.

Annual reports will be shared on campus, not only with the deans and functional officers but with appropriate persons and committees as well. For example, student learning outcomes should inform decision-making across the University. Therefore, those outcomes need to be communicated widely. Department outcomes will contribute to the continuous improvement and renewal of the University, and should be shared as well.

## **Annual Report Procedure**

### **Annual Report Part A. Review of Past Year**

Part A of the Annual Report is a narrative that reviews priorities, accomplishments and challenges of the past year. This opportunity for reflection should not exceed two pages.

Send Part A on a Word document to your supervisor and to Planning ([jaw@niagara.edu](mailto:jaw@niagara.edu)).

### **Annual Report Part B. 1. Assessment of Goals Reported for the Current Year**

Part B. 1. Assessment of Goals Reported for the Current Year asks for the summarized results from assessment of goals that were planned.

- Download the form. (Word format)
- See the **Annual Report Policy** for further information.
- Use a separate form for each goal assessed.
- Send Part B. 1. on Assessment to your supervisor and to Planning ([jaw@niagara.edu](mailto:jaw@niagara.edu)). Academic departments should also send a copy to Instructional Support ([jherman@niagara.edu](mailto:jherman@niagara.edu))

### **Annual Report Part B. 2. Goals Planned for the Coming Year**

Part B. 2. Goals Planned reports those goals that the department plans to assess in the coming year

- Download the form. (Word format)
- See the **Annual Report Policy** for further information.
- Use a separate form for each goal planned.
- Send Part B. 2. on Goals Planned to your supervisor and to Planning ([jaw@niagara.edu](mailto:jaw@niagara.edu)). Academic departments should also send a copy to Instructional Support ([jherman@niagara.edu](mailto:jherman@niagara.edu))

### **Annual Report Part C. (Optional) Observations for Future Planning**

You are invited to share trends or considerations for the University's use in planning. This includes opportunities that you see for the University in the future, as well as threats to how the University currently operates.

- Send Part C. on a Word document to your supervisor and to Planning ([jaw@niagara.edu](mailto:jaw@niagara.edu)).

### **Examples - Assessment and Goals Planned – completed forms**

- Assessment of Goals Reported for Current Year – General Education Example

- [Assessment of Goals Reported for Current Year – General Education Example](#)
- [Assessment of Goals Reported for Current Year – Department Plan Example](#)
- [Assessment of Goals Reported for Current Year – Strategic Plan Example](#)
- [Assessment of Goals Reported for Current Year – Sector Plan Example](#)
- [Goals Planned for Coming Year – Department Student Learning Goals Example](#)

Department and program heads are asked to file their annual reports each June. The reports provide a vehicle for reflection, and input into the University's budgeting and planning processes based upon assessment of outcomes. This linkage is critical for the continuous improvement of the University.

A revised annual report system was put in place in May 2006. This system will allow the University to aggregate all levels of assessment: student learning outcomes both departmental and general education; department outcomes; strategic plan outcomes; sector outcomes; and university outcomes.

Annual reports will be summarized and shared widely on campus.

Annual reports should be submitted according to the following schedule:

June 1 Academic department chairs

June 15 Directors/ program coordinators/ deans

July 1 Functional officers

The forms for Part B. Assessment and Goals can be accessed by clicking on the words at the right. The Word document templates can be completed and then submitted through regular e-mail as directed. Parts A and C (optional) can be sent as a regular Word document.

Your feedback on ways to improve this process is requested. Please contact Dr. Judy Willard at [jaw@niagara.edu](mailto:jaw@niagara.edu) or Ext. 8421.