



FORMAT FOR ANNUAL REPORT

- I. Name of Unit**
- II. Brief Description of the Unit**
- III. Mission Statement for the Unit**
- IV. Goals & Objectives** identified for 2009-2010 (*Please demonstrate how linked to the mission of the University and link to University Priorities established by Dr. Pogue*)
- V. Address Strategies** implemented to address each goal/objective, results of implementation, how results will be used to make improvements
- VI. Productivity of Unit** – Total number of SCH's generated by the unit, total number of students served, average SCH's generated per teacher. Number of majors, number of graduates for fall 2009, number of graduates for spring 2010, placement of graduates
- VII. Productivity of Faculty** – Number of full-time faculty in each department, Number of tenured faculty, number of faculty at each rank, number of part-time faculty
 - A. Summary of Faculty Evaluation**
 - Number of faculty evaluated
 - Average score faculty earned in Teaching Excellence/Advisement/Counseling & *Average score in this category for each rank*
 - Average score faculty earned in Research and Creative Work & *Average score in this category for each rank*
 - Average score faculty earned in University Services & *Average score in this category for each rank*

- Average score faculty earned in Professional Activities/Community Services & *Average score in this category for each rank*

B. List of Scholarly Work

VIII. Student Learning Outcomes

A. General Education

- General education courses offered in department, list general education learning outcomes
- Number of students enrolled in general education courses during fall semester, during spring semester, discuss percent of students who demonstrated they met each outcome
- Address grade distributions in general education courses
- Address how general education assessment data will be used to make improvements

B. Content Area

- Content area learning outcomes identified for the major
- Address how students must demonstrate they have met each outcome
- Summarize data and how the data will be used to make improvements

IX. Student Recruitment & Retention Activities

X. Student Accomplishments & Activities

XI. Community Service Projects

XII. Service Learning Projects