Guidelines for Annual Department Reports 2009-2010

April 9, 2010

The annual report is meant to provide people and groups inside and outside of the University with an overview of the department’s activities, faculty accomplishments, instructional activity, and plans for the future. Another purpose of this report is to collect information about the department in a single location.

Additionally the department should include in their annual report a summary of students’ strengths and weaknesses and a summary of curricular changes for each degree program. The Office of Institutional Research and Assessment will supply the department data tables for inclusion in the report as well as assessment reports submitted in Fall 2009 and the most recent feedback from the Academic Assessment Committee.

Departments are encouraged to involve members of the department in the preparation of their annual report, as well as to share the final report with all members of the department.

Please submit your department’s annual report in electronic format to the Dean of your School and to the Director of Institutional Research and Assessment no later than May 24, 2010.

Please include the following elements in the annual report:

Section 1 Mission and Programs

Provide the mission of department and a bulleted list of degree and certificate programs.

Section 2 Summary for Each Degree Program (please limit to 1-2 pages per program)

For each degree program,¹

a. State the program rationale or mission AND the learning outcomes that should be demonstrated by graduates of the program.
b. Describe significant changes to the curriculum implemented in the past year.
c. From the assessment report submitted in Fall 2009 (see note below), summarize students’ strengths and weaknesses from assessment findings and describe adjustments made in 2009-10 based on these findings.

Note: After OIRA receives your report, the assessment report submitted in fall 2009 and feedback and the most recent feedback from the Academic Assessment Committee will be attached for you. For your own reference, you may access these reports at http://www.ccsu.edu/page.cfm?p=4223. Log in with your regular CCSU username and password.

¹ This includes programs leading to the bachelor’s degree, master’s degree, and doctoral degree, as well those leading to the sixth-year certificate.
Section 3 Summary of Faculty Accomplishments

a. In a table, provide the number of full-time faculty accomplishments in 2009-10 in each category in the Department’s guidelines for promotion and tenure.\(^2\)

b. Include as an appendix a list of each faculty member’s creative activities categorized by the P&T taxonomy used by your Department.

Section 4 Contributions to CCSU Areas of Distinctiveness

In bulleted format, list significant departmental accomplishments related to CCSU’s four elements of distinctiveness. Provide 1-2 sentences of description for each item. Not all departments may (nor necessarily should) have material to report under each category. For initiatives that included CCSU students, please estimate how many students participated during 2009-10.

a. International education

Examples include 1) a tally of departmental courses that currently contain one or more international elements (baseline data from the 2009 Faculty Survey will be provided by the CIE) or international courses that are under development; 2) faculty-led courses abroad; 3) the sponsorship of CCSU partnerships overseas; 4) the development of international internships; and 5) the hosting of international scholars.

b. Workforce and state economic development

Research, consulting, and advisory positions with local or state businesses; participation in groups, panels, or committees directed at improving economic conditions in the state; or other related activities.

c. Community engagement

Examples include teaching classes that incorporate projects, student research or visits with a community partner; delivering programs in collaboration with community partners (e.g., the University Museum Community collaborative); applied research, policy analysis/program evaluation; workshops/outreach, technical assistance/unpaid consulting; and board memberships/program development with groups such as K-12 schools, non-profit organizations, or government at the local, state, or national level; or other related activities. (Please report international education activities under 2a.)

d. Interdisciplinary studies and cross-cultural initiatives

Examples include teaching or program development in interdisciplinary programs such as Honors, International Studies, First-Year Experience, or other programs that combine resources of multiple departments, or other related activities.

Section 5 Summary of Other Noteworthy Accomplishments

In bulleted format, list other noteworthy accomplishments. Please provide up to 1-2 sentences of description for each item.

Section 6 Goals and Future Plans

a. Referring to goals and future plans listed by the department in last year’s annual report, report on progress made in accomplishing these items.

b. Identify the department’s plans and goals for the next academic year. [Note that the Higher Education Opportunity Act 488(a)(1)(A) requires institutions to publish plans for the improvement of academic programs. Some material from 6b may be placed on the CCSU website.]

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\(^2\) The P&T policy passed by the Faculty Senate suggests several categories but each department has constructed its own guidelines.

Example table: Number of Faculty Creative Activities

<table>
<thead>
<tr>
<th></th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications of research and technology</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Articles and book chapters</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Books</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annual Report Appendix 1
List of faculty accomplishments (see Section 3b.)

Data Tables (attached to your submitted report for you)
The Office of Institutional Research and Assessment will attach standard data tables as an appendix after your report is received by OIRA. These tables will also be delivered to Departments and to Deans for reference in early May. Data tables will include:

Department-level summary of:
- Completions by program (academic year)
- Fall headcount enrollment by program
- Student credit hours and FTE enrollment
- Faculty headcount, load, student credit hours
- Cost comparisons from the Delaware Study of Instructional Costs and Activity

For each degree program:
- Completions by gender and race/ethnicity
- Headcount enrollment by
  - Gender and race/ethnicity
  - Class level
  - Full-time/part-time enrollment status
  - Entering students by type