**2018-2019 Annual Report for Academic Departments and Programs**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are introducing a new approach to the Departmental Annual Report for the coming year in order to make it a specifically goal-directed planning document for your department. In past reports, you have been asked to assess your progress relative to the University’s Strategic Plan. Going forward, please think about the progress you have made each year as measured against the departmental goals in your five-year action plan, which should be based on departmental data and the aspirations of the department. This Annual Report is due no later than **June 30, 2019** to your Dean’s Office.

To help you think about what you want to accomplish, we provide a dataset with the most up-to-date data available for your department. Items to be included are listed below.

In considering your goals and strategies for the upcoming year, please avoid being overly ambitious. You may want to focus on one particular broad area, like student engagement. The challenge will be to make an observable difference over the course of the year.

**REPORT**

**Section 1: Summary of Last Year’s Goals and Results**

Please summarize briefly the department’s accomplishments of the past academic year. What goals did your department plan to reach last year, and what were the results? What were the results of this year’s assessment of your program outcomes for majors, concentrations (where applicable) or degrees offered by your department? How do both the department’s assessment results, along with the results of the goals you tried to reach last year, inform what you plan to do over the next few years?

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**Section 2: Student Update**

Please report on developments regarding the following, as they should be tied closely to your goals for the coming year. Please note that we don’t expect updates on each of the areas below, but rather on those issues that are closely tied to your goals for the next year:

* recruitment of new majors
* retention
* advising
* student/faculty engagement
* student participation in experiential learning opportunities (internships, fieldwork, study abroad, capstone courses, etc.)
* student learning outcomes for particular courses

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**Section 3: Goals and Strategies for the Upcoming Year**

Please indicate in specific terms what you hope to accomplish in the coming year and briefly describe the strategies you will use to be successful. Be sure to link your goals for 2019-2020 to the results of the goals you set for your department for 2018-2019, and to the assessment results from your programs last year. How will your goals for next year build on the achievements of the previous year? How do next year’s goals link to Pace’s Strategic Plan (which theme or priority in the Strategic Plan)?

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**Section 4: Faculty Update**

Please give a summary of the developments in your department/program regarding major faculty accomplishments, awards, grants, and fellowships in FY 2018-2019 (Note: this should be an overview since you will be asked to include an appendix to this report that lists individual faculty publications, grants, etc.).

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**Section 5: Potential Faculty Hires**

Briefly describe any faculty hires you wish to request in order to achieve your goals, linking these requests both to this year’s results and next year’s goals, and to previous program outcomes results or assessments. Please explain why you would request a tenure-track line as opposed to a lecturer/clinical line, and vice versa. Also, include projected start-up costs for these hires.

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**Section 6: Resources Requests, including Space Requests and Maintenance Items**

This year we ask that you include a bullet point description of space needs, capital projects, or other necessary resources that would be associated with implementing the academic initiatives included in your Annual Report. This would include modifications or refurbishments to your department's existing space, as well as new space requests. Please include requests for new IT equipment, classroom space, faculty office or research space, and library or database resources.

Identify as a Facilities Maintenance Request any of the following: routine maintenance or repair requests, including cleaning, repairs, and refreshing of rooms; repair or replacement of furniture; and repair or replacement of technology. Please rank these requests in order of need/importance. Such requests will be evaluated and prioritized to address the most critical needs first (based on available resources).

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**Section 7: Other Requests**

Please identify any additional areas of departmental support that would help you to achieve your goals for 2019-20.

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**Section 8: Appendices**

In an appendix, please include a list of the following:

* publications and scholarly/creative activity of faculty in your department in FY 2018-2019 (with individual citations for publications—please note which publications were refereed)
* grants or fellowships awarded to faculty in your department in 2018-2019
* publications or conference presentations made by students in your department (including those collaborations with faculty)
* Notable accomplishments of faculty in professional societies in 2018-2019
* Notable community service by faculty in your department
* Any curricular changes to programs offered by your department (e.g., new courses, changes in major, minor, or other program requirements). Please include full course titles and descriptions or updated worksheets (where applicable) so that this information can be added to the next catalogue update.
* A summary of the department’s assessment results from the last year.

**Departmental Annual Reports -- Data Supplied from Institutional Research**

**To guide your department’s planning for next year, a report from OPAIR will be available regarding enrollments and degrees conferred in programs housed in your department. This report will include the following:**

***Enrollment:***

* Number of majors and minors in each undergraduate program after the Oct. 2018 census, along with the five-year trend in enrollments.
* New enrollment in graduate programs, current and five-year trend. (This information can serve as an indicator of the success of the department’s previous efforts to attract new students, or provide a suggestion about how to improve enrollments at other points over the course of students’ careers at Pace. For example, if new enrollment increases but the number of degrees awarded remains constant, there may be a problem with retention or other areas that the department might want to explore.)
* Student credit hours generated by departmental undergraduate students who are majoring in the department’s program(s) as a proportion of all student credit hours offered by the department in 2018-2019. (This tells us to what extent the department serves other majors.)
* Average headcount per section in undergraduate courses in recent years. (This measure of class size contributes to the cost per student credit hour. For reasons related to pedagogy and cost, we may want to see this go up or down.

***Student Success.***

* Number of undergraduate degrees awarded, plus trends in the number of degrees awarded in recent years.
* Number of graduate degrees awarded, plus trends in the number of degrees awarded in recent years.

***Grading Items.***

* For departments with high Drop/Fail/Withdrawal (DFW) rates in some courses, aim to limit the range to 20 percentage points. (See attachment.)
* Grade distribution analysis, primarily for purposes of comparing departments. (This document will be sent to each department separately.)