2013-14 Annual Report Template

As the Division of Student Affairs frames assessment around the assessment pyramid, this section will largely be framed around that model. When writing your entries, assume the reader is unfamiliar with your department (i.e., avoid abbreviations and adequately describe programs or areas.)

Department Accomplishments
- Large Events and/or Celebrations of Significance
  - Please include only events that were planned and executed by your department.
  - Specify the date and number of attendees
- Publications
  - Include authors, date, name of publication, name of place published
- Presentations
  - Include presenters, date, name of presentation, and location
- Recognition
  - Include only those awards outside of the Student Affairs Division
- Detail any specific initiatives that your department undertook this year that were significant to students or staff on campus outside of those in your 6 column model.

Basic Student Information
- How many students used your services last year (include number of individual students and overall number of interactions if available)?
- Who were the students using your services (e.g., demographic information)?
- Include any notable increases, if applicable.
- List any changes made based on data, if applicable.
- List the number of service projects and/or hours of service that students took part in as part of your department activities, if applicable.

Student Needs & Satisfaction
- How did you assess student satisfaction and/or needs with your programs and services?
- Please list any changes made based on data, if applicable.

Cohort Information
- How do the students who use your services compare with those students who do not use your services? Reflect on performance indicators (e.g., retention, graduation).
- Share how these data were shared with your department and/or students.

Goals (This section will complement what you enter into your 6 column model)
- What were the core goals and outcomes that you achieved?
- How do these outcomes relate to the core themes (Access, Learning Community)?
- Please list any changes made based on data.

Learning Outcome
Other
- Please detail any other items that you believe were omitted from the above template.