

Savannah State University

Planning & Institutional Effectiveness Report

Annual Reports for Academic Units

SACSCOC guidelines for 2018 Core Requirement of the Principles of Accreditation 8.2.a: (Student outcomes: educational programs) – states, “The expectation is that the institution will engage in **ongoing planning and assessment** to ensure that for each academic program, the institution develops and assesses expected student learning outcomes. Expected student-learning outcomes specify the knowledge, skills, values, and attitudes students are expected to attain in courses or in a program. Methods for assessing the extent to which students achieve these outcomes are appropriate to the nature of the discipline and consistent over time to enable the institution to evaluate cohorts of students who complete courses or a program.”

Savannah State University uses Annual Reports to document compliance with this Core Requirement and demonstrate continuous improvements in our educational programs, student affairs, support services and administrative processes. It also, is used to comply with SACSCOC Comprehensive standards for educational programs, administrative support areas and educational support units.

For all academic majors that do not have an assignment and credentialed Department Chair the duties of annual reporting are then the responsibility of the Dean. All reports will be bound and filed in the Office of the Assistant Vice President for Institutional Research, Planning and Assessment (IRPA). Notwithstanding, all annual reports will become an integral part of the University’s Compliance Certification for its SACSCOC Reaffirmation of its Accreditation for 2021.

The outline for the Annual Report is attached. For consistency of appearance, all reports should use Times or Times Roman font, 12 point with 1” margins on the top, bottom, and right and a 1.25” inch margin on the left (for ease of binding). Pages should be numbered in the upper right hand corner of your document. **All Annual Reports and Institutional Effectiveness Plans (IE Plan) are due on Tuesday, April 30, 2019.** and should be emailed to mosesb@savannahstate.edu with a carbon copy to your area’s Vice President or Dean.

If you have any questions, please feel free to contact my office for assistance. If you need assistance with any data requirements in your area, please contact the Registrar or my office.

I look forward to receiving your report.

Annual Report Outline

Report Year _____

(please check one below)

The University Name: _____

Academic Program (Major)/Unit Name: _____

Personnel Completing Form and Title: _____

Unit Mission or Purpose of the Unit: [2-3 sentences describing the mission of your unit]

I. **Linkage with University's Mission Statement** [*How is your unit's mission/purpose linked to University's mission—See current Mission Statement and select excerpt or Strategic Plan Priorities/Goal*]

II. **Linkage with Strategic Plan** [*Which of the Strategic Priorities/Goals does your unit support? See Strategic Plan Priorities*]

III. **Academic Unit Data: (for academic areas only)**

a) Instructional Faculty Tenure _____

b) Instructional Faculty Non-Tenure _____

c) Instructional Faculty by Rank:

1. Professor _____

2. Associate Professor _____

3. Assistant Professor _____

4. Instructor _____

5. Lecture _____

c) Headcount of student majors fall of the current year _____* *contact Institutional Research*

d) Prospective Graduates for May of the current school term _____* *contact Institutional Research*

IV. **Summary of Academic Year Achievements and improvements for the current school term.** [describe curriculum and teaching improvements and other major achievements for your area/unit for this school year; Include faculty achievements, staff achievements, and student achievements]

V. **General Statement of how assessment is conducted within your unit:** *[what internal instruments, surveys, processes, external instruments are used to assess the effectiveness of this area/unit]*

VI. **List 3-4 Student Learning Outcomes for your unit’s current school term that was included in your Academic I. E Plan Unit Assessment started in August. What assessment results were determined; and most importantly what improvements or changes have or will be taken as a result of the data.**

TABLE OF OBJECTIVES, RESULTS AND IMPROVEMENTS

(Please refer to your unit assessment plans for consistency of data)

Student Learning Outcome (SLOs) (3-4)	Assessment Criteria: Assessment Instrument Used to Measure the SLOs.	Assessment Results: Actual Results of Assessment and Evaluations	Use of Results/Improvements: What improvements or changes made?
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

4.	4.	4.	4.

Note: If you would like to submit more than four (4) Student Learning Outcomes, you are free to do so.

VII. **Resource Requests/Needs for the next school term:** [Based on present and future goals of the unit, prioritize and describe resource needs as it relate to services, programs, facility improvements, technology enhancements, professional development, etc This information will be used by Executive Leadership Council in budget planning sessions to document planning and budgeting.]

VIII. **Attach any documentation, reports, etc. that you would like included for your area.**