# Savannah State University

# Planning & Institutional Effectiveness Report

# Annual Report for Non-Academic Units

# May-June

SACSCOC guidelines for 2018 Core Requirements of the Principles of Accreditation 7.1: (Institutional planning) states, "The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. (Institutional planning.)"

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 Comprehensive standards for educational programs, administrative support areas and educational support units.

For all administrative units that do not have an assigned Department Head, the duties of annual reporting are then the responsibility of the division's Vice President. All reports will be bound and filed in the Office of the Assistant Vice President for Institutional Planning, Research, 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 New Roman font, 12 point with 1 inch 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. All Annual Reports are due by the beginning of June of each year and should be emailed to harristy@savannahstate.edu with a copy to your area's Vice President or Department Head.

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

I look forward to receiving your annual report.

**Annual Report Outline**

**Report Year_____**

**University Name:** _____

**Administrative Divisional Unit Name:** _____

**Administrative Department:** _____

**Person Completing Report 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 the University's mission? – See current Mission Statement*)

II.     **Linkage with Strategic Plan** (*Which of the Strategic Priorities/Goals does your unit support? – See Strategic Plan Priorities*)

III.    **Administrative Unit Data:**

    a.  Full-time Administrator _____

    b.  Part-time Administrators _____

**IV.** **Administrative Unit Data:**

    a. Full-time Staff _____

    **b.** Full-time Staff _____


**V.** **Summary of Administrative Year Achievements and Improvement for current school year/term** (*Describe types of training, webinars, conferences and/or projects of improvement and other major achievements for your area/unit for this assessment year.*)


**V1.** **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?*)

**V11.** **List 3-4 Objectives and Outcomes for your unit that was included in your Non-Academic I.E. Plan Assessment starting in August of the new academic year. 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 plan for consistency of data.)

# TABLE OF OBJECTIVES, RESULTS AND IMPROVEMENTS

| Objectives (3-4) | Assessment Criteria:<br><br>Assessment Tool Used to Measure the Objectives | Assessment Results:<br><br>Actual Results of Assessment and Evaluations | Use of Results/Improvements:<br><br>What improvements or changes made? |
|---|---|---|---|
| 1. | 1. | 1. | 1. |
| 2. | 2. | 2. | 2. |
| 3. | 3. | 3. | 3. |
| 4. | 4. | 4. | 4. |

**V111. Resources Requests/Needs for the next school term:** (*Based on present and future goals or the unit. Prioritize and describe resource needs as it relates to services, programs, facility improvements, technological enhancements, professional development, etc.*)

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