**Program Annual Reports 2023-2024**

Please use the following structure (2-3 pages):

1. **List program goals for the 2023-24 academic year as identified during the goal-setting meeting following the latest PPR. If goals have been updated/amended since the goal-setting meeting, please use the most recent iteration as stated in last year’s annual report.**

***Goals Table***

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Action/Activity to Accomplish Goal (Objective)** | **Results** | **Notes** |
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1. **Provide an Executive Summary of program goal achievements.** Briefly discuss progress and/or major program achievements made during the 2023-2024 academic year. Also address challenges and planned remediation moving forward, including modification or withdrawal of the goal.

This section should include 1-3 brief paragraphs summarizing program activity during the year. Any narrative should be evidence-based relevant to identified goals. Based on identified goals the data *may* include enrollment trends, student performance, curricular revisions, assessment of student learning outcomes, faculty course evaluations, scholarship, grants, community service and other documents or data that support your discussion.

1. **Describe resources used last year to achieve your program goals.**
2. **Identify any changes to program goals for the 2024-25 academic year.**

**a.** Note: A meeting with the Dean, Director of Academic Assessment, and Associate Provost is required before making any changes to the program goals (except for the removal of a completed goal).

**b.** Discuss any resources that may be needed to achieve goals.

1. **Program-Level Student Learning Outcomes Assessment Report.**

**a.** Submit the Academic Assessment Form that can be found in your program’s

Google folder.

1. **OPTIONAL Appendices to support Annual Report based on identified goals:**
2. Summary list of Faculty Grants/Scholarship (not individual vitae)
3. Summary list of Community Service tied to curriculum or student outcomes
4. Summary list of Grants obtained or ongoing
5. Accreditation Annual Report

RESOURCES

Please note that the following resources (unless \*\*) are available to deans and cabinet members and do not need to be rearticulated or added as an appendix.

The following documents may help to discuss program goals. Review of documents is based on programmatic goals and may not be needed across all programs.

* + - Assessment artifacts
    - SLO materials
    - Accreditation materials
    - Faculty Load
    - Course Enrollment
    - Faculty Scholarship/Grant activity \*\*
    - Faculty/Student Service to community embedded in curriculum \*\*
    - Program Graduation Rates
    - Program Enrollment Rates
    - DEI activity or connection to curriculum \*\*

SAMPLE/EXAMPLE GOAL STATEMENTS

The program will review SLO #1 & #1

The program will increase scholarship 10%

The program will create a market analysis for new program ###

The program will develop a community-based program aligned with the capstone