

## **Division of Student Affairs**

### Annual Report Outline

The purpose of the annual report is to give departments the opportunity to tell their story as well as assess and plan for the future. Below is an outline that will guide you through the development of your report. When writing the report it is important to be thorough and concise while also being brief (approx. 5 pages). It is also important that you cover all of the sections listed below.

Each department has a unique story to tell and although there are differences throughout the division, there is an overall expectation that assessment of your services, programs and goals will be included throughout each section of the report.

1. **Executive Summary** – this section should be used to briefly summarize your report. For the first few years, we are asking departments to include a statement in their mission, vision and goals and how they are aligned to the division's mission, vision and goals.
  - Mission/Vision/Goals
  - Overall Objectives from the year
  
2. **Accomplishments** – This section will look differently for each department based on your mission and goals. Using brief bullet-points, highlight your offices outcomes for the following areas:
  - Services and programs to students
  - Efficiency efforts
  - External fundraising
  - Publications and presentations
  - Service on campus-wide or divisional committees
  - Staff accomplishments
  - Personnel changes made in the office
  - Other
  
3. **Challenges Faced During the Past Fiscal Year**
  
4. **Budget Summary** – This section will vary by department, based on the dimensions of your fiscal budgets. While parts of the budget may be included in other sections, this section should provide specific details of your fiscal status.
  - Include cost savings
  - Include alternative revenue sources
  
5. **Office Assessment Plan and Learning Outcomes** – In this section, please summarize your office's assessment plan and indicate the learning outcomes you have developed. In your list of learning outcomes, please indicate how they are being assessed (i.e., type of assessment or methodology). Assessment results are not to be reported in this section; they should be embedded in other sections.
  
6. **Trends and Future Directions**
  
7. **Goals for coming year** – this section should include information and action steps that related to information you submitted in sections 3 and 4 above.
  
8. **Appendix** – Limit of 5 appendix sections. Once the Strategic Plan is finalized, this is the area in which departments would include the assessments of their strategic plan goals.