UAM OPERATING PROCEDURE 620.2

ANNUAL REVIEW POLICY GUIDELINES

Annual Report by Academic Units

By August 1 of each year, Deans will submit to the Vice Chancellor for Academic Affairs an annual report documenting and assessing unit activities and accomplishments for the previous academic year in the context of unit and university goals, visions, missions and strategic plans. These reports will constitute a major source of information regarding institutional achievement and effectiveness throughout departments, offices and units, colleges, and schools. The report must be submitted electronically.

The Annual Report will consist of but not necessarily be limited to the following information:

- Statement of unit vision, mission and strategic plan including goals, actions, and key performance indicators (KPIs).

- Assessment of progress toward meeting KPIs during the past academic year and what changes, if any, might be considered to better meet goals.

- Demonstration of how academic unit Student Learning Outcomes (SLOs) align with UAM and unit vision, mission, and strategic plans.

- Description of how SLOs are assessed in the unit and how the results/data are used for course/program/unit improvements. (This description will include data from the American Association of Colleges and Universities (AACU) rubrics and analysis of this data.)

- List of all locations/methods used to meet the Higher Learning Commission (HLC) requirement to notify the public, students, and other stakeholders of the unit SLOs.

- Number of undergraduate and graduate program majors as provided by Institutional Research and analysis of all enrollment trends.

- Retention/progression and completion rates by major starting with students of Junior status as provided by Institutional Research and analysis of this data.

- For relevant units, description of gateway course success as provided by Institutional Research and analysis of this data.

- Number of degrees/credentials awarded by program/major as provided by Institutional Research and analysis of program viability.

- Faculty credentials, teaching loads, and other assignments, as well as discussion of any significant changes.

- Total unit SSCH production by academic year for the most recent ten years as provided by Institutional Research and analysis of SSCH trends.

- List of all unit Agreements, MOUs, MOAs, and Partnerships.

- List of notable faculty recognition, achievements/awards, service activities, and/or scholarly activity during the past academic year.

- Description of significant changes in the unit, in programs/degrees, during the past academic year.

- List of program/curricular changes made in the past academic year and explanation of the reasons for the changes.

- Description of unit initiatives/actions taken in the past academic year to enhance teaching/learning and student engagement.

- Additional information pertinent to unit student success.

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