**Department Annual Report Template**

*Due five business days before summer meeting with the dean*

**Department name:** **Academic year:**

1. Discuss progress toward department’s goals and Action Plan from the latest Program Review (as appropriate) for the past academic year.
2. List department and program goals for the next academic year. Provide specific examples of goals emerging from the Program Review process and the [Institutional Priorities](https://www.potsdam.edu/about/leadership/office-president/institutional-priorities). Examples include: work to be done on reducing DFW rates, improving retention and time to graduation, reworking curriculum to avoid either bottlenecks or low enrolled courses.

What are your specific plans for progress toward these goals?

1. List department recruitment work from the past academic year. Examples include: Admissions events, notecards, outreach, and workshops. What are your plans for the next academic year?
2. List five-ten departmental highlights relevant to continuous improvement in the past year. Highlights could include curricular work, teaching or service highlights, creative and scholarly accomplishments.
3. Note progress regarding program student learning outcomes: When was the department’s assessment plan last updated? How are the results of assessment work driving decision-making around hiring or curricular revision or approaches to teaching? Please mention at least one specific program student learning outcome (PSLO) when addressing these questions.
4. In what ways can the dean’s office serve your department and programs in the year to come? If requesting additional resources, provide evidence or assessment data to support the request.

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Prepared by: Date