



**Annual Department Assessment Report
2018-19**

Department of:

Please complete all applicable sections.

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Department Summary

(1 or 2 paragraphs maximum)

General statement of the status of the department (Excellent, Good, Fair, In need of improvement, etc.).

General statement the qualities and characteristics of the students in your department.

General statement about department faculty members regarding scholarship, teaching, and service (e.g., very productive and teaching well...; challenges are in the areas of _____ and _____, etc.).

Statement about achievement of goals for this past year (e.g., have been met fully in the area of __, but less so in the _____ area, etc.)

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Statement of Vision and Mission

Please update/provide the basic vision of your unit and its mission. The mission statement describes the unit's fundamental and unique purpose and the vision is a view of what the unit is aspiring to become.

Unit Mission:

Unit Vision:

Please note any changes or developments to the unit's Vision from last year and why those changes have occurred.

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Goals and Objectives

Link your unit's goals and objectives from last year to those of the University's. The University Strategic Plan goals for 2013-2018 (<https://www.arcadia.edu/university/strategic-plan>) should be used as the umbrella under which your unit's goals and objectives fit.

*Include budget in the accompanying document: **TEMPLATE_Review Department Assessment 2018-19 Part 2.xls***

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Goals and Objectives for Upcoming Year and Beyond

Update/provide the unit's general goals and objectives over the next three to five years. What are the critical things that you are trying to achieve in your area? List them in priority order. These objectives must be stated with measurable outcomes so that your progress towards achieving them can be assessed.

Short-term goals for next academic year:

Include budget in the accompanying document: [TEMPLATE_Review Department Assessment 2018-19 Part 2.xls](#).

Long-term goals over next 3 – 5 years:

Include budget in the accompanying document: [TEMPLATE_Review Department Assessment 2018-19 Part 2.xls](#).

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Chair's Report

General summative review of Program Directors' and Chair's work completed in the Academic Year for each of the areas. Note support of University and AA Strategic Plans, and Departmental Goals where appropriate.

(Two to three paragraphs each)

Please use complete data, information and detail from departmental records.

1. Managing Departmental Business (e.g., scheduling, budget, departmental meetings, managing faculty workloads using Tableau>Faculty Workload)

PD Comments:

Chair Comments:

2. Course and Program Management (e.g., development, enrollments using Tableau>Departmental Reports>Productivity)

PD Comments:

Chair Comments:

3. Faculty Development (i.e., encouraging and facilitating the work of others)

PD Comments:

Chair Comments:

4. Personnel (including hiring, orientation, evaluation)

PD Comments:

Chair Comments:

5. Planning (e.g., staffing, equipment needs, curricular directions)

PD Comments:

Chair Comments:

6. Work with students (in your capacity as chair, e.g., resolving student-faculty disputes)

PD Comments:

Chair Comments:

7. Building connections with other departments, institutions, or administrative offices (e.g., interdepartmental resource sharing, joint-curriculum development)

PD Comments:

Chair Comments:

8. Supporting the Global Mission of the University

PD Comments:

Chair Comments:

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9. Handling faculty concerns

PD Comments:

Chair Comments:

Dean Comments:

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Faculty:

Faculty Accomplishments

Append faculty annual reports. List any significant faculty accomplishments that should be highlighted.

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Student Metrics

Review Department historical data and discuss retention rate, number of majors, number of enrollments, number of graduates, etc. Use information from <http://tableau.arcadia.edu>.

- *Tableau>Census Data*
- *Tableau>Departmental Reports>Annual Department Data*
- *Tableau>Student Flow Model*

Student Accomplishments

List any student accomplishments that should be highlighted.

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Learning Assessment

Department's Student Learning Outcomes last reviewed: Date

Department's Student Learning Outcomes last updated: Date

Report on Learning Assessment done in current year:

Include budget in the accompanying document: TEMPLATE_Review Department Assessment 2018-19 Part 2.xls.

Planned Learning Assessment for Upcoming Year:

Include budget in the accompanying document: TEMPLATE_Review Department Assessment 2018-19 Part 2.xls

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Status of Program Review and/or Accreditation

Note any work undertaken in the last year which was completed in preparation or practice for the unit's review / accreditation process.

Program Review or Accreditation Last Completed: **Date**

Program Review or Accreditation Next Scheduled for: **Date**

Comments:

Dean Comments:

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Resource Assessment

(1 page maximum)

Assess and discuss your resource needs to achieve your mission and goals. You may present resource needs for each goal/objective or you may state resource needs and link them to the goals and objectives that they will help fulfill. It is also important to prioritize these resource needs. Include Human, Facilities, Intellectual and Financial resource needs.

Please discuss the challenges and opportunities facing the department in the coming year, major actions planned to address the challenges or take advantage of the opportunities, and your major goals for the next year.

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Other Accomplishments

Please note any additional accomplishments and observations not covered in the previous sessions.

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Dean's Comments

Dean's summative comments addressing the state of the unit within the College for the current academic year. Recommendations for the upcoming year.