

April 2, 2007

To: Department Chairpersons
Program Directors
Academic Support Service Areas
Areas Reporting to the Academic Dean

Fr: Roger Kugel, Ph.D.
Associate Vice President for Academic Affairs

Cc: Deans and Associate Deans

Re: 2006-2007 Year End Report

I write to notify you that your annual end of the year report should be submitted by Friday, May 18th. We will again submit the reports electronically. Please save your report in Word format in the appropriate folder in the O: Drive, "Annual Reports" file, using the following format to name the report – dept.an-rep07 (e.g., Chem.an-rep07). I remind you to keep a paper copy for your department file. I also alert you to the fact that your report from last year remains on the O: drive in case you'd like to reference it.

The report should include responses to the following items:

1. A summary of the department's/program's/area's activities and the approximate number of students/faculty served in each activity (include the number of students served in the major program(s), the number of students graduating in each major, the number of students served in general education offerings, and any special activities hosted by the department)
2. Faculty/staff accomplishments this academic year and changes in staffing for the upcoming year
3. Departmental changes and a brief explanation of why the changes were implemented (include any curricular changes approved through the Curriculum Committee; if your department/program completed a program review, include a copy of what was reviewed by the Curriculum Committee and a copy of the Committee's response)
4. Explain how the department/program contributes to the overall mission of the institution
5. Include the initial thoughts/plans that the department has for implementing the teaching and learning agenda during the upcoming academic year

Please direct any questions regarding this report to your Dean/Assoc. Dean or me.