Outline of Annual Reports

Annual reports are now submitted through Taskstream. There are three Taskstream workspaces that must be completed each year: Academic Annual Reports, Academic Operational Effectiveness, Academic Program SLO Assessment.

Academic Annual Reports
Each college or division and academic unit must submit an annual report. The annual report is both a reflective look back and a visionary look forward. The reports are public documents and have several audiences: the people within the unit, other academic unit leaders, the VPAA and others in OAA, the President and possibly others on the Cabinet, and outside accreditors.

This workspace has the following sections:

Executive Summary – The executive summary should include an overview of major initiatives for the year and plans and needs for the future, all ideally tied to the unit’s strategic plans and goals. The executive summary should be no more than two to three paragraphs. This is the section most likely to be read by the President and other Cabinet members.

Highlights – The highlights section should include an overview of major accomplishments for the year. This is the place to tell others about the wonderful things being done in the unit and how they fit in with the unit’s strategic plans and goals.

Strategic Plans and Goals – The strategic plans and goals section should have two parts. The first part should discuss the progress made on the strategic goals discussed in the previous year’s annual report. This part should also explain any changes made to the strategic goals if they differ from those discussed in the previous year’s annual report. The second part should include discussion about strategic goals for the future and how those strategic goals fit with both the unit’s and the University’s strategic plans. This section is of particular interest to the VPAA.

Ancillary/Reserve Budgets – The ancillary and reserve budgets section should include reflection on what the ancillary and reserve budget data say about how the unit is doing. Include discussion about why the unit received more or less ancillary money than the previous year, how the unit spent the ancillary money received, and why it spent it that way (refer to the unit’s strategic plans and goals as appropriate).

This section should also include a single PDF attachment detailing the professional activities related to scholarship that will feed into the ancillary budget process. The following information should be included from the current academic year for each faculty member:

- professional organization – memberships, offices held, committee participation
- professional meetings – attended, presentations, panel memberships
- off campus presentations
• publications submitted or published (include conference proceedings, reviews, etc.)
• grants or honors received (external and internal)
• workshops attended as part of professional development (teaching and/or scholarship)

**Future Budget Needs** – The future budget needs section should list any planned operational budget needs and reserve fund needs and justification for them. Any budget needs discussed here should relate back to the strategic plans for the future and any planned program changes related to student outcomes. These sections are of interest to the VPAA and other academic unit leaders.

Operational budget needs should include a description and brief justification of the needs. These needs might include new or replacement positions or increases to the operating budget. These are not the official requests, but they give a heads up to the VPAA and other academic unit leaders about possible budget requests.

Reserve fund needs should include a description and justification of the one-time needs.

**Release Time Reports** – The release time reports sections should include a report from every faculty member who received a course release or extended contract funded by an endowment or grant (both internal and external). This would include sabbaticals, Summer Scholar and McGee Chair recipients, course releases that are part of innovation grants, and other special situations. Associate deans and division chairs should collect these reports and attach them to this section (one PDF attachment for each faculty member). These reports should detail how the release time was used with particular emphasis on activities related to the original goals of the release time. The primary audience of these reports is the person or organization funding the release.

**Academic Operational Effectiveness**
This workspace is used to evaluate the progress made on objectives in academic units and to document the actions taken to help achieve the objectives. These program objectives and outcomes are distinct from the program’s student learning outcomes. They should describe the results of the program activities for such things as enrollment, research, faculty development, service, or academic initiatives.

**Academic Program SLO Assessment**
This workspace is used to assess the achievement of the student learning outcomes in academic programs and to document the actions taken to improve learning at JBU.