# Annual Progress Report Template

Instructions: This report is intended to support comprehensive program review by discussing progress on program goals, student learning outcomes, and evolving resource needs. This report is a yearly update on program activities and outcomes. While there are no page limits, most programs should be able to complete the report in less than five pages. **The report covers the period from the beginning of the previous Fall semester through the end of Summer semester. The report is due by November each year.**

NOTE: Reports may be composed as a Word document by entering your responses directly into this template. Completed reports and any supplemental documents should be uploaded into SharePoint at <https://share.unco.edu/sites/programreview>. When preparing your report for upload, use the following format when assigning a document title: [program name]\_APR[Academic Year] (e.g., History\_APR16-17).

Section 1. Program Goals, Provost’s MOU, and Dean’s Recommendations

1. What actions were taken during the prior Academic Year to support program goals, the Provost’s MOU, and/or Dean’s recommendations from the last program review? What happened as a result of these actions? What needs to happen next year to make continued progress?

Section 2. Student Learning Outcomes

1. Complete the chart below to describe the learning outcomes assessed in the prior Academic Year. Report only on outcomes that were assessed during this time period. Additional rows may be added by striking the “tab” key. You may also upload supporting documentation into SharePoint for future reference.

**If you maintain student learning outcomes data and results in a different format, you may leave the table blank and either cut and paste the information in its existing format into this document or upload it as a separate document. Indicate in the space provided if you have uploaded the assessment results separately.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree Level(Bachelor’s, Master’s, Doctoral, etc.) | Student Learning Outcome | Assessment Method  | Related Course(s)(if relevant) | Semester Assessment Completed | Results |
|  |  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Results Uploaded in a Separate Document:** | Yes |  | No |  |

1. How were the assessment results shared with faculty in the department? Describe any changes made or planned to improve student learning based on assessment results.

Section 3. Program’s Quality Measures

Quality measures are identified by programs and include operational and other factors necessary for maintaining program quality. Examples include faculty (FTE, areas of expertise, RSCW, etc.), laboratory and other facilities, library resources, internship and clinical sites, student placement, student satisfaction, scholarships/assistantships, engagement activities, and other relevant factors viewed as important by the program.

1. Describe the status of the program’s identified quality measures. In your response, discuss any actions taken during the prior Academic Year to maintain or improve quality. Are there any internal or external conditions that may affect program quality?

Section 4. Program Review Data

An insight report with enrollment and graduation data is available in Insight or by contacting the Office of Assessment. These data, along with other relevant data collected by the program, should be discussed in this section.

1. Describe possible explanations for trends revealed in the data. In your response, discuss any actions taken during the prior Academic Year to address issues related to enrollment and completion data.
2. Describe any actions taken by the program to support one or more of UNC’s strategic priorities (i.e., RSCW, community engagement, diversity and equity, internationalization).
3. Graduate programs only – if enrollment targets have been established, discuss progress made towards these targets and any actions taken to maintain or increase progress.

Section 5. Resources

1. What resources outlined in the Provost’s most recent program review memo have been provided and accessed? How have these resources been used, and what outcomes have resulted from the use of these resources?
2. Have resource needs changed since the last program review? Describe how these changes may affect the program’s ability to complete the actions agreed upon in the Provost’s most recent program review memo.