# HSS Annual Report Template

This report is intended to support comprehensive program review by addressing progress made toward program goals, documenting yearly outcomes related to student learning and other quality measures, and identifying changes in resource needs.  **The report covers the period from the beginning of the fall 2015 through the end of summer term of 2016**.

Narrative responses to the report sections should be brief.  Supporting documents may be attached where indicated and will be valuable to the program in preparing subsequent comprehensive review reports.  **This report is due November 1, 2016**.

Section 1. Program Goals

Program goals are established by the program during the last comprehensive review. Discuss only those goals for which the program took action during Academic Year 2015/2016.

1. Describe specific actions taken during Academic Year 2015/2016 to address goals outlined in the most recent comprehensive program review. Indicate whether any goals have been met.
2. Describe any changes the program has made to its goals and the reason for these changes.

Section 2. Actions toward Provost’s and Dean’s Memos from last comprehensive review

Each program receives a memo of understanding (MOU) from the Provost at the conclusion of the comprehensive review. The MOU outlines actions identified by the program, Dean, and Provost to be completed before the next comprehensive review. A copy of your program's most recent MOU was provided to the chair/director along with instructions for completing this report.  Contact Kim Black (kim.black@unco.edu) if you have any questions.

Each program also receives a memo from the College Dean outlining specific actions the program should take before the next comprehensive review. Contact Chris Marston ([Christine.marston@unco.edu](mailto:Christine.marston@unco.edu)) if you need a copy or have any questions.

1. Describe specific actions taken during Academic Year 2015/2016 to address the Provost’s MOU from the most recent comprehensive program review.
2. Describe any new conditions that may affect the program’s ability to address the MOU.

Section 3. Student Learning Outcomes

Student learning outcomes describe what students should know or be able to demonstrate by the time they complete the program.

1. Complete the chart below to describe the learning outcomes assessed in Academic Year 2015/2016. Report only on those outcomes actually assessed during this time period. Departments with more than one degree program should indicate the program and level in the appropriate columns. Additional rows may be added by striking the “tab” key. You may also attach supporting documentation for future reference.

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| --- | --- | --- | --- | --- |
| Program (Geology, Meteorology, etc,) | Degree Level  (BA/BS, MA/MS, etc.) | Student Learning Outcome | Assessment Method | Results |
|  |  |  |  |  |
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|  |  |  |  |  |

1. What actions, if any, did the program take in Academic Year 2015/2016 to improve student learning?
2. If the program made changes prior to Academic Year 2015/2016 to improve student learning, what happened as a result of those changes?
3. What actions, if any, does the program plan to take in Academic Year 2015/2016 to improve student learning?

Section 4. Program’s Quality Measures

Quality measures are identified by programs and include operational and other indicators necessary for maintaining program quality. Examples include laboratory and other facilities, faculty (FTE, areas of expertise, etc.), library resources, internship and clinical sites, student placement, student satisfaction, engagement activities, and other relevant indicators.

1. Which of the program’s quality measures were evaluated in Academic Year 2015/2016?
2. Discuss any actions taken in Academic Year 2015/2016 to maintain or improve quality.
3. Discuss any actions the program intends to take in Academic Year 2016/2017 to address improvement issues or maintain quality.

Section 5. Program Review Data

A program review data file was provided to the chair/director along with instructions for completing the annual report.  Contact Kim Black if you have questions.

1. Discuss the implications of any trends that may affect the program’s delivery and operations in Academic Year 2016/2017 (e.g., increases or decreases in enrollment).
2. Discuss possible explanations for any significant changes in the data.
3. Discuss any actions the program intends to take in Academic Year 2016/2017 to address issues related to enrollment and completion data.
4. For Graduate Programs only – if enrollment targets have been established, discuss progress made towards these targets and any actions the program intends to take to maintain or increase progress towards these targets.
5. Discuss any actions the program took in Academic Year 2015/2016 to support and/or increase research, scholarship, and creative works (RSCW) efforts of faculty, graduate students, and undergraduates in the unit.
6. Discuss any actions the program intends to take in Academic Year 2016-2017 to support and/or increase the RSCW efforts of faculty, graduate students, and undergraduates in the unit.

Section 6. Resource Needs

In this section, you should discuss any significant changes in resource needs the program anticipates for the future.

1. What resources will the program need in Academic Year 2016/2017 to meet program goals/Provost’s MOU, improve student learning, and/or maintain other quality measures? Are these new needs or were they addressed in the last program review?