

Loyola University New Orleans Annual Report Guidelines for Colleges

The Annual Report is required of all university units and is designed to facilitate data-driven decision-making and inform programmatic quality enhancement. The report reflects how each unit is engaged with an ongoing and integrated system of planning, budgeting, and assessment with alignment to university mission and strategic planning initiatives. The Annual Report is structured to meet multiple institutional needs:

- aggregated data and key metrics provided
- continuous improvement efforts documented (planning and assessment)
- achievements highlighted and problem areas identified
- administrative oversight
- evidence of accreditation compliance
- historical record in a central repository

An electronic copy of the Annual Report must be posted on the departmental Intranet by August 31 each year. Other documents that should be posted to the departmental Intranet include:

- previous annual reports
- current strategic plan
- assessment plans, aggregated results, and evidence of closed-loop actions
- summary results of other programmatic related assessment (e.g., external reviews, professional accreditation/certification reports, SSI, NSSE, etc.)

Completing the Annual Report:

Section 1: Mission of the Program/Unit

Please include the distinctive mission or purpose statement of the college.

Section 2: Student Data

In the online AR system (<http://ar.loyno.edu>), individual academic departments are provided with the following data. It is important that departments review these data and provide a brief explanation regarding any trends, discrepancies or anomalies. This is the opportunity for departments to supply context, description, and/or explanation, if necessary. Exception: College of Business data are provided in the college report.

Data Report	Data Source
Student Majors: 5 Year Trend Data	Official Stats Files
Student Minors: 5 Year Trend Data	Official Stats Files
Student Persistence in Major	Official Stats Files (Fall to Fall)
Graduating Senior Headcount	SIS as reported to IPEDS (Summer, Fall, Spring)
6-Year Graduation Rate	SIS

Section 3: Faculty and Staff Data

In the online AR system (<http://ar.loyno.edu>), individual academic departments are provided with the following data. It is important that departments review these data and provide a brief explanation regarding any trends, discrepancies or anomalies. This is the opportunity for departments to supply context, description, and/or explanation, if necessary. Exception: College of Business data are provided in the college report.

Data Report	Data Source
Faculty Headcount: 5 Year Trend	Delaware Study Data (Fall)
Staff Headcount: 5 Year Trend	IPEDS Staff Headcount Report (Fall)
SCCH Report: 1 Year	Delaware Study Data
Student Faculty Ratio	Delaware Study Data

Section 4: Strategic Planning

Provide a general description of the college's goals developed for the previous academic year. Department goals should align with college-level strategic plans, which in turn align with the university strategic plan. Summarize activities, key enhancement efforts, progress achieved, and actions implemented.

Please include any applicable efforts made toward the following:

- Community Engagement – collaboration between the institution and community for the mutually beneficial exchange of knowledge and resources in a context of partnership or reciprocity
- Loyola Core – course offerings or changes; use of assessment data to improve student learning
- Quality Enhancement Plan – experiential learning via collaborative research, scholarship, and creative activities; internships; service learning; and study abroad
- Sustainability – list degree programs and program/course student learning outcomes related to environmental sustainability

Section 5: Budget

In the online AR system (<http://ar.loyno.edu>), you will be automatically provided with 5-year trend data for operating budgets only (available in early August). Please review data and provide description of any important details/concerns, including an assessment of the adequacy of the budget to support the strategic goals/initiatives of the college.

Section 6: Assessment of Expected Outcomes

Provide the information requested in the table below to demonstrate the process of continual improvement. Please include: (1) expected outcomes; (2) assessment method(s) used to measure each outcome; (3) summary of results; and (4) what the unit will do as a result of the data collected. Though not comprehensive, this window into each college will show data driven-decision making related to expected outcomes. For more detailed guidance and to see examples of completed tables, please refer to the **Professional Development Handout** on the OIRE website.

Outcome	Assessment Method	Finding	Action

Section 7: Supporting Documents

Please supply all source documentation referenced in your Annual Report. Examples include, but are not limited to: college reports, meeting minutes, surveys instruments, interview protocols, etc. Examples of full-circle planning, assessment, reflection, and action are most useful.