

Loyola University New Orleans
Annual Report Guidelines for Non Degree-Granting Departments, Centers & Institutes

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 unit's Intranet include:

- previous annual reports
- strategic plans
- 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 program or unit.

Section 2: Student Data

Not applicable, please skip this section.

Section 3: Staff Data

In the online AR system (<http://ar.loyno.edu>), you will be provided with the following data.

It is important that you review these data and provide a brief explanation regarding any trends, discrepancies or anomalies. Consider what data or areas may require context, description, or explanation.

Data Report	Data Source
Staff Headcount	IPEDS Staff Headcount Report (Fall)

Section 4: Strategic Planning

Provide a general description of the unit's goals developed for the previous academic year. Department goals should align with college-level strategic plans and goals. 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
- Quality Enhancement Plan – experiential learning via collaborative research, scholarship, and creative activities; internships; service learning; and study abroad

Section 5: Budget

In the online AR system (<http://ar.loyno.edu>), you will be 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 unit.

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 unit 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: department meeting minutes, surveys instruments, interview protocols, test or portfolio evaluation rubrics, department generated reports, proposals for new/revised courses/programs, etc. Examples of full-circle planning, assessment, reflection, and action are most useful.