



Office of the Provost
Vice President for Academic Affairs
11000 University Parkway
Pensacola, FL 32514-5750

MEMORANDUM

June 3, 2011

TO: Academic Department/Division Chairs/Directors
Deans
Academic Affairs Associate Vice Presidents

FROM: Chula King
Provost and Vice President for Academic Affairs

SUBJECT: **Request for 2010-2011 Annual Reports**

Thank you for your diligence in defining the goals and carrying out activities, assessments, and improvements related to your programs and services in Academic Affairs. This work provides the basis for your annual reports. Your efforts to build on the past and raise the bar for the future are much appreciated.

This year's annual report information is due on the dates shown below to allow time to collect, analyze and summarize information:

- Academic departments and divisions: Friday, July 1
- Colleges and other units: Friday, July 22
- Division of Academic Affairs: Friday, August 12

The Academic Affairs annual report templates are structured for efficient reporting of key information.

- All information is to be entered into the appropriate templates. The templates allow you to provide as much narrative as desired while, at the same time, minimizing gaps in critical information needed for other reports that draw from the annual reports.
- All units (whether academic departments or educational, administrative, or student support services) are to report on progress toward achieving goals, assessments conducted, assessment results, and the use of assessment results in decision making for continuous improvement. Templates in table format have been provided for this purpose.

For academic departments, please contact Claudia Stanny, Director of CUTLA (Center for University Teaching, Learning and Assessment), cstanny@uwf.edu, if you have questions about reporting on assessment of student learning.

For other questions about the annual reports, please contact George Ellenberg, Vice Provost, gellenberg@uwf.edu.

For ease of access, the annual report request and templates are posted on the Academic Affairs website at <http://uwf.edu/academic/policies/annualreports/annualreports.cfm>. Two versions of the template are provided--one for academic units for which reporting on student learning outcomes is required and one for other units for which that requirement does not pertain.

cc: George Ellenberg, Vice Provost
Claudia Stanny, Director, CUTLA