

Annual Reports

- Please note that effective AY 17-18, annual reports will be used for SCAP 5-year program reviews.
- Data provided include:
 - Student headcount (majors, minors)
 - Persistence
 - Degrees conferred
 - Graduation rates
 - Faculty headcount
 - Staff headcount
 - Student course credit hours
 - Budget (year-end actuals)

Review data, add narrative/description/explanation/context as needed.
- Sections to complete:
 - Mission
 - Strategic Planning
 - Assessment of Student Learning Outcomes
- Common issues:
 - Confusion about data – definitions, calculations, sources, what it means
 - Strategic planning – upload or refer to dept plan, alignment with college plan, highlight key initiatives, progress toward objectives, accomplishments, challenges, next steps, etc.
 - Assessment – window into program, data collected should be detailed enough to be actionable, all about what you do every day (teach, evaluate, improve)
- Technical issues:
 - Draft in Word > use the Paste as Text button for cleaner formatting
 - Don't spend time/effort formatting, it's a homegrown system that doesn't fully cooperate
 - Once each section is finalized, click the Complete button on the right side navigation
 - Generate PDF, post on Intranet
 - If you prefer a prettier version of the report, please feel free to post that instead – just make sure all content (especially the embedded data reports) is included
- Compliance:
 - 2 programs with reports still missing content
 - 6 programs with reports that are complete, but need to be marked "complete" in ARS
 - 9 programs with reports marked complete
 - All programs should upload final reports to department intranet

Faculty 180

- Academic Affairs will pay annual subscription fee (\$28,300), no college level payments required this year
- Pilot program CVs entered in system [CAS pilot programs = CHEM, ENGL, CMMN, PSYC]
- Next steps:
 - Meetings with pilot program faculty - training and feedback
 - Collect CVs from remaining departments
 - Work-study student will continue data entry
 - Ongoing faculty training

Loyola Core

- Sample of 200 freshman in FYS courses participated in ETS Proficiency Profile pre-testing (Aug/Sept)
- ETS Proficiency Profile post-testing and SAILS to be conducted in spring semester
- SCLC recommends connecting testing to capstone/senior seminar courses to improve sampling and student participation effort (as previously discussed)
- Chairs will be contacted in first week of October to coordinate logistics