

Division of Student Affairs and Enrollment Services
Semi-Annual and Annual Report Outline
2018 - 2019

Each Department in the Division of Student Affairs and Enrollment Services will submit a semi-annual and final annual report using Planning's on-line portal. The purpose of the report is to demonstrate the Department's contribution to the division's commitment to supporting student success while reaching the goals while providing a springboard to tell the departmental successes.

Department Items in Planning:

1. Department Vision/Mission
 - a. Update the vision/mission for the year (if applicable)
2. Give the current status of the goal Department FY19 Goals
 - a. Create/update the goal and relate to the Division's strategic plan action step.
 - b. Give the current status of the goal. Include: Accomplished, partially accomplished, to be started, changed, etc.
 - c. Provide a 1-2 sentence narrative includes that describes the status (i.e. how do you know if it is complete, incomplete, etc.).
3. Assessment Activity (to be included once assessment activities are completed)
 - a. Summarize your results/findings and attach your data (using Planning).
 - b. Summarize your planned actions based on assessment results/findings. Note that your results/data are already in your assessment plan and so are action steps. This is a high level summary that will inform your future goal planning.

Report Item Template Outline in Planning:

1. Department Points of Excellence
 - a. Provide major turning points, data, initiation of services or new activity(ies), actions or items that are above and beyond your mission, etc. Include the major effects these accomplishments have for your department and beyond.
 - b. Three parts of a strong department accomplishment narrative include:
 - i. What is the achievement area (i.e. is it in a student count, engagement or point of service)?
 - ii. What macro data supports this (the micro can/should be in the utilization data section)?
 - iii. What makes this an important accomplishment? Why does it matter?
2. Utilization Reporting (include progress card reporting data and annual comparisons).
 - a. Examples of what you should include: frequency/use, numbers, trends, and/or outreach efforts/programs including frequency and attendance numbers. Tables with limited narrative may be the best way to present this.
 - b. It is important to summarize the trends in the aggregate data then you can attach the deeper level data in Planning. Include any explanations about why the data share is important or significant to the department or why changes occurred in the reporting period. Please note outstanding or important numbers.
 - c. When possible include three years in your trend data (or more if necessary).
 - d. Use graphs and/or charts when possible.
4. Advancement Opportunities (only if applies)
 - a. Fundraising/Grants/Scholarships, etc.
 - i. Established/On-going
 - ii. Initiated
 - iii. Desired

5. Marketing Impact (only if applies)
 - a. Established/On-going (branding, marketing, strategies, etc.)
 - b. Initiated (branding, marketing, strategies, etc.)
 - c. Provide accomplishments in marketing metrics (engagement, impact, reach, etc.)

6. Staff Highlights
 - a. Personnel Updates/Achievements (only if changes occurred)
 - i. Identify staff that have retired/departed/promoted
 - ii. Identify new staff members
 - b. Presentations, Involvement/Oversight and/or Awards and Recognition
 - i. Format to include: Full title of item, association or area, Staff name(s), when awarded or hosted, if national, regional, local, and who was involved

1. Example:

Description (i.e. title, award title, association board, etc.)	Presentation/Award/Board Participation/Publication	Conference/Association/Awarding Entity (include if national, regional, local)	Staff Name(s)	Date awarded/hosted/published/etc.
Presented "Life in the trenches"	Presentation	NASPA, National	Jane Doe	March 3, 2018

- c. Intentional staff engagement with students outside of job duties (only if applies)
 - i. An example might be advisory role with a registered student organization
7. Outside DSAES Engagement: Collaborations and partnerships (only if applies)
 - a. List advisory boards/committees that are assigned by your department that may include students and/or faculty/staff appointments and include outcomes, projects and or plans for said organizations
 - b. List advisory boards/committees that your staff support and include outcomes, projects and or plans for said organizations
 - c. List and collaborations/partnerships beyond advisory boards/committees above and include purpose and outcomes of said collaborative efforts.
8. Inside DSAES Engagement: Partners (only if applies)
 - a. Provide departments that you have significant partnerships with or created new partnerships. These partnerships have significant impact on your departmental functions. Note this does not apply to division-wide departments (i.e. Advancement, Assessment and Planning, Business Services, DSAES IT).
 - b. Please briefly highlight how your checked partnerships contribute to your departmental successes and/or the division strategic plan.
9. Areas for Continuous Improvement: note that this section is to summarize a director-level assessment of the department/program that is intended to highlight areas where support has added to the growth or is needed for growth.
 - a. Growth and opportunities
 - b. Critical Challenges and solutions

Reporting deadlines:

Although the dates below are the final deadlines, supervisors may require report completion prior to these times. Please consult with your supervisors about any earlier dates.

1. Semi-Annual: Due February 25, 2019 (reflects September 1, 2018 – December 31, 2018)
2. Annual: Due September 12, 2018 (reflects September 1, 2018 – August 31, 2019)

Reports will be submitted electronically via Planning to the Director of Assessment and Planning for Division of Student Affairs and Enrollment Services by 5PM on the due date.

Version date: December 19, 2018