



# 2017-18 Academic Department Annual Report

Academic Department:  
Document Prepared By:

**Annual Report Submission Instructions:**

This Annual Report of your Academic Department is intended to serve as a summary of departmental activities over the past year and as an outline of plans for the upcoming year.

Please note that responses are limited to the space provided below for each prompt and do not need to be written in narrative form (you are welcome to use bullet points/lists, as appropriate).

Please submit your Academic Department 2017-18 Annual Report to your Dean via email by May 31<sup>st</sup>. When submitting your report, please also “CC” Sheila Jones, Dean of Instructional Support.

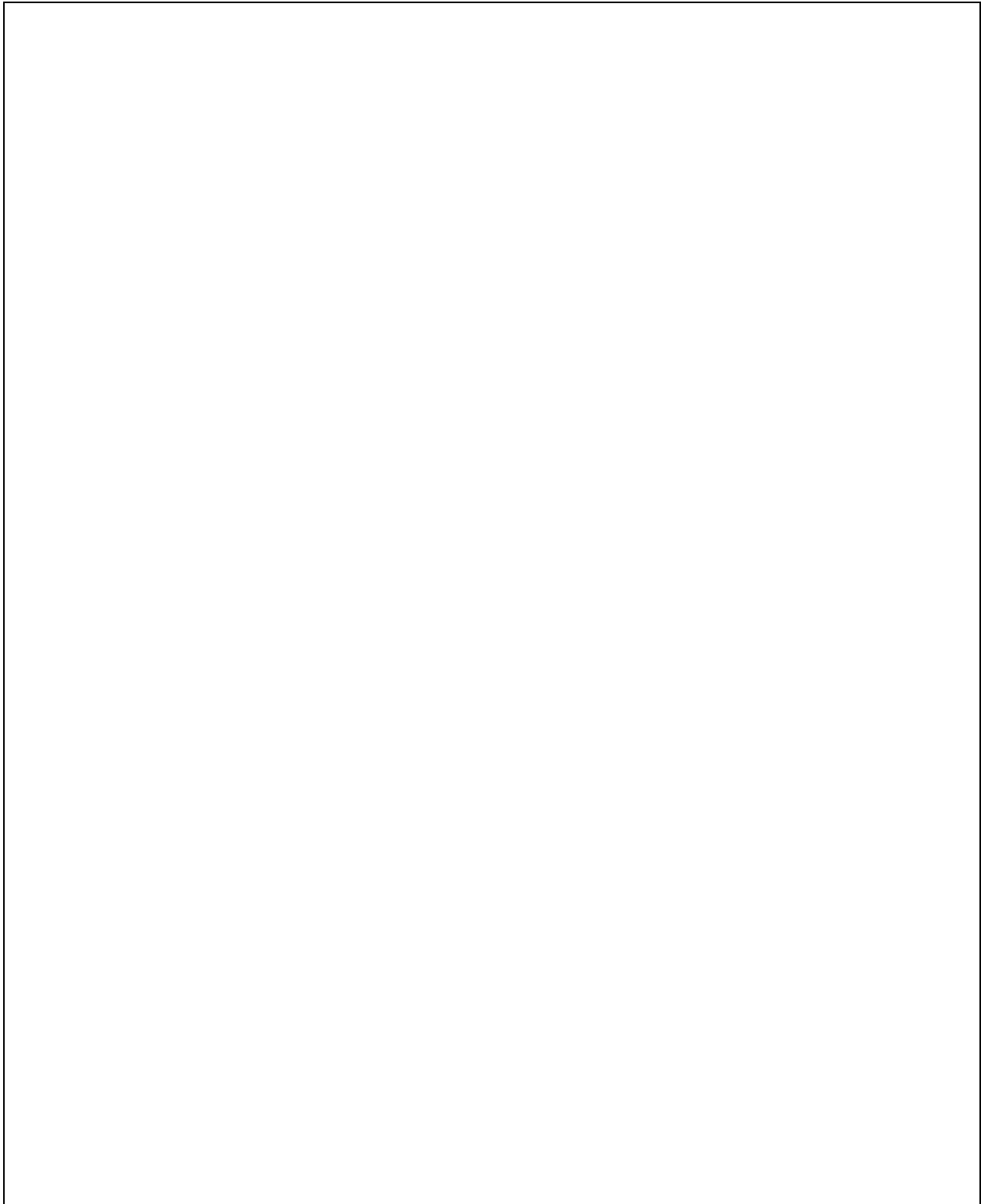
For your reference, prior year reports (2016-17) can be found on the [Instructional Support website](#). Course Transferability Charts and Course Review and Revision lists (see pages 14 and 15) can also be found [here](#). If you have any questions about prior year reports or wish to obtain a copy of a report, please contact Sheila Jones, Dean of Instructional Support, sheilajones@grcc.edu or x4289.

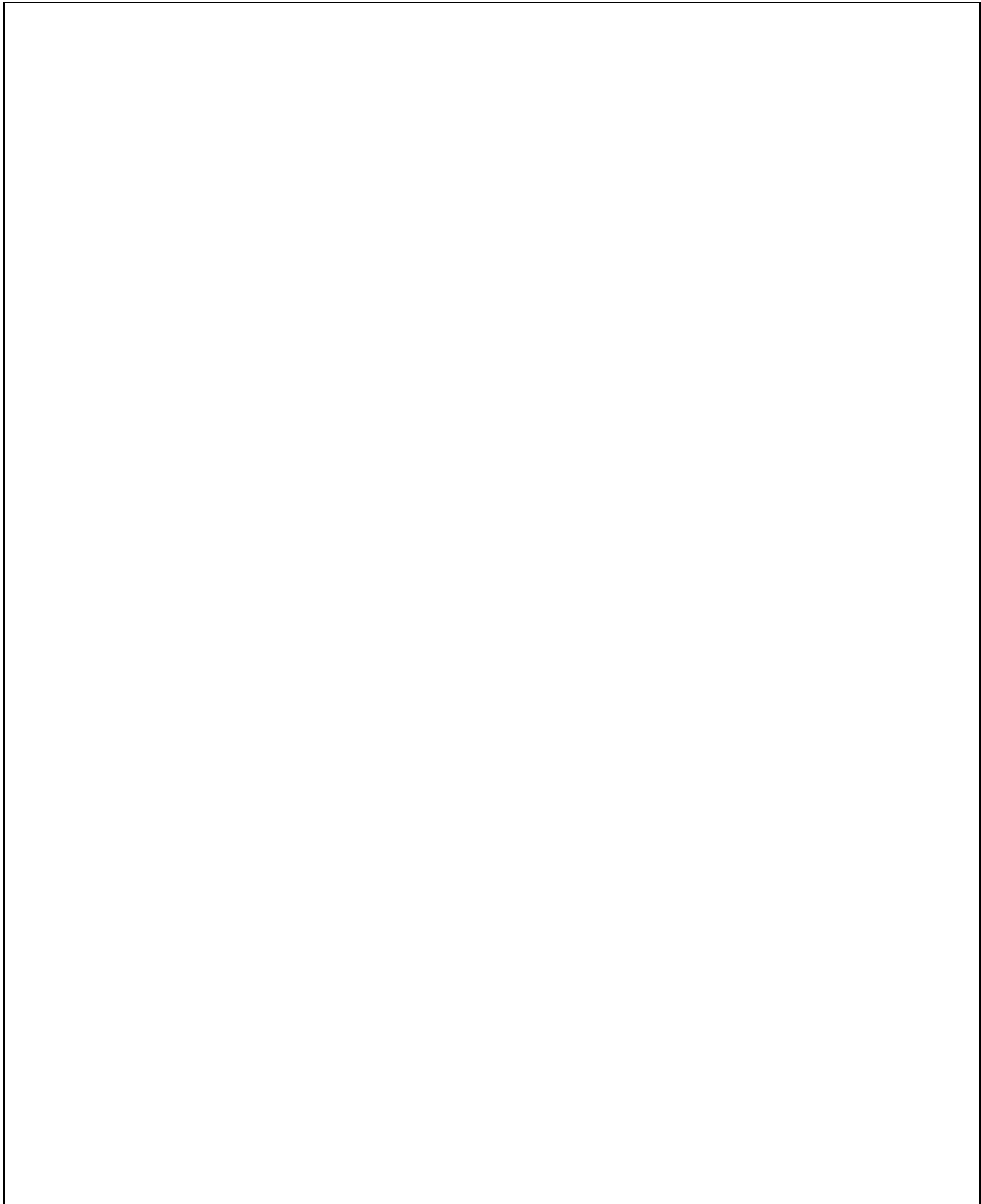
**Part I: Report on 2017-18 Progress**

Part I is intended to provide a “big picture” overview of your department’s activities during this past academic year. When completing the sections below, please consider the main points/highlights of each category and limit your responses to the space provided in the text boxes below.

***Current Year Goals & Outcomes***

This section asks you to provide details about the status of your department’s goals and outcomes for this past year.





***Departmental Professional Development***

In this section, please provide details about your department's emphasis for professional development during this year.

***Departmental Advising Plan & Outcomes***

In this section, please describe your department's advising plan and outcomes for this year.

***Program Accreditation Updates***

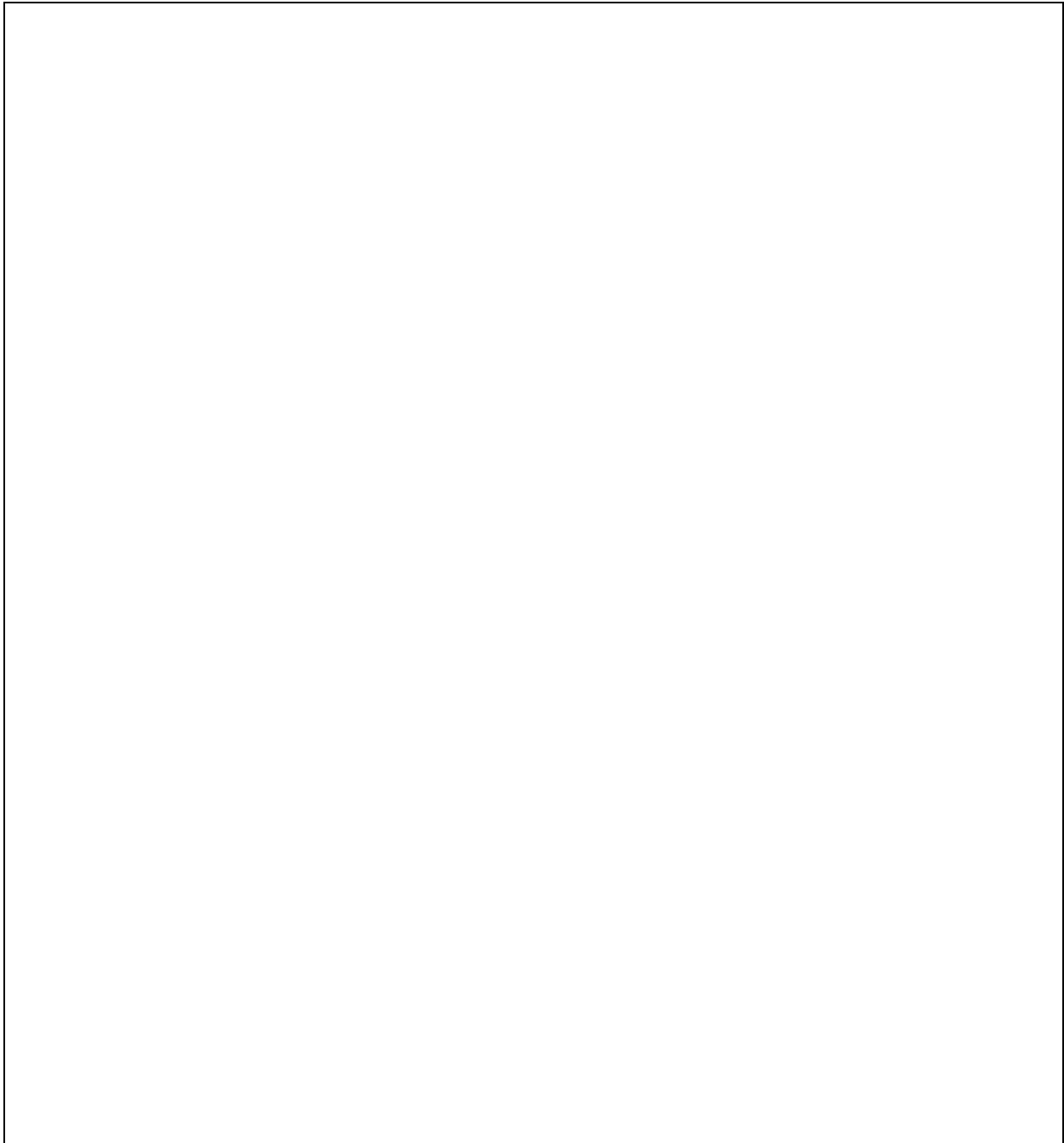
In this section, please provide details regarding any program accreditation or re-accreditation that occurred this past year, if applicable.

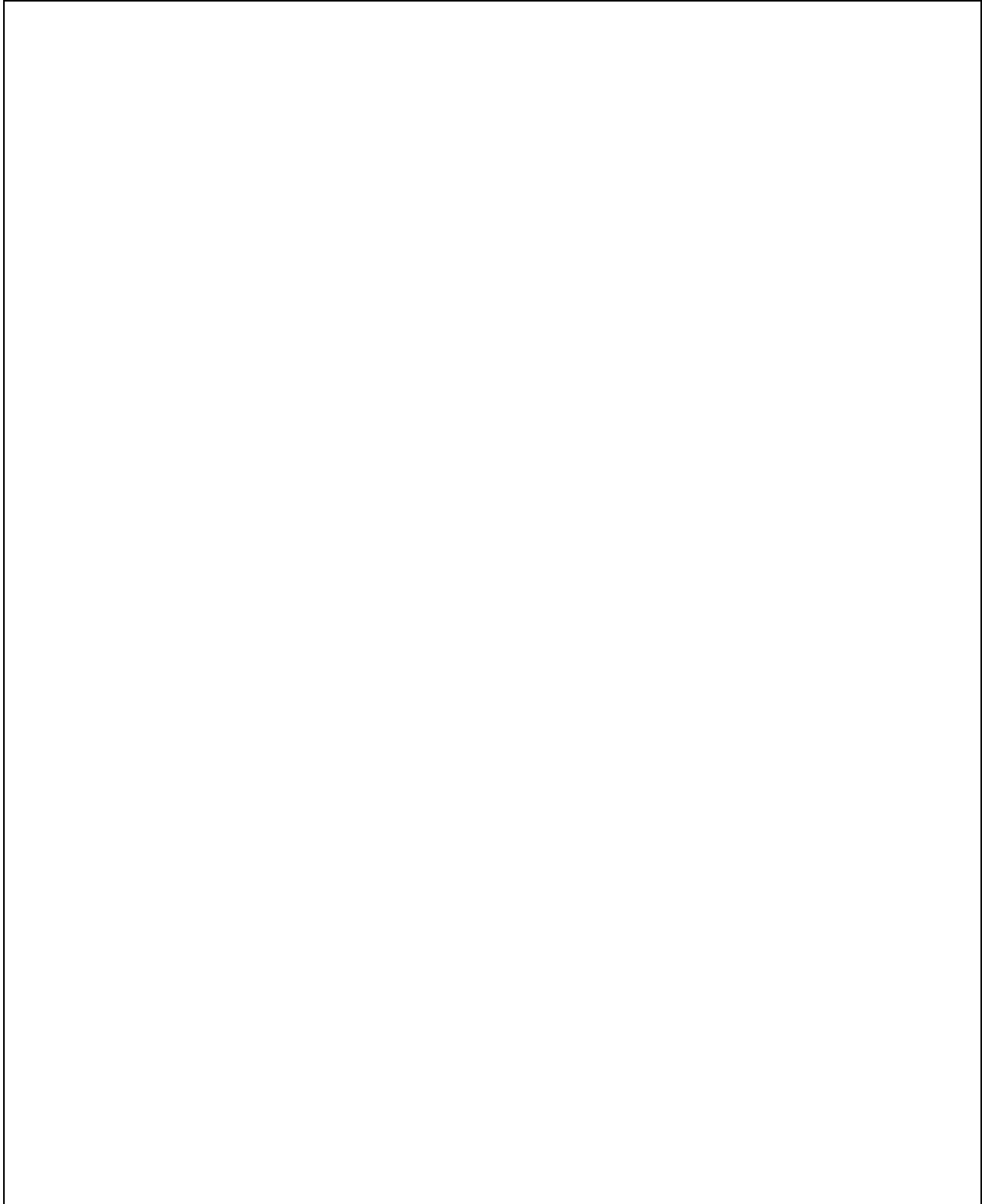
***Learning Outcomes Assessment Data & Findings on Past Year's Projects***

In this section, please summarize your department's assessment work for this year, outlining the General Education Learning Outcomes (GELOs), Program Learning Outcomes (PLOs), or Institutional Learning Outcomes (ILOs) assessed, the assessment measure, the findings, and the improvements planned based on the findings. In doing so, please reflect on the work you've done with regards to assessment, outlining what your department needs to be done next and why it will help to improve student learning.

If you have any needs for professional development or additional support regarding learning outcomes assessment, please include that information as well.

Instead of completing this section for Career & Professional Programs, you may also attach your Annual Assessment Tracking sheet as a separate document, if applicable.





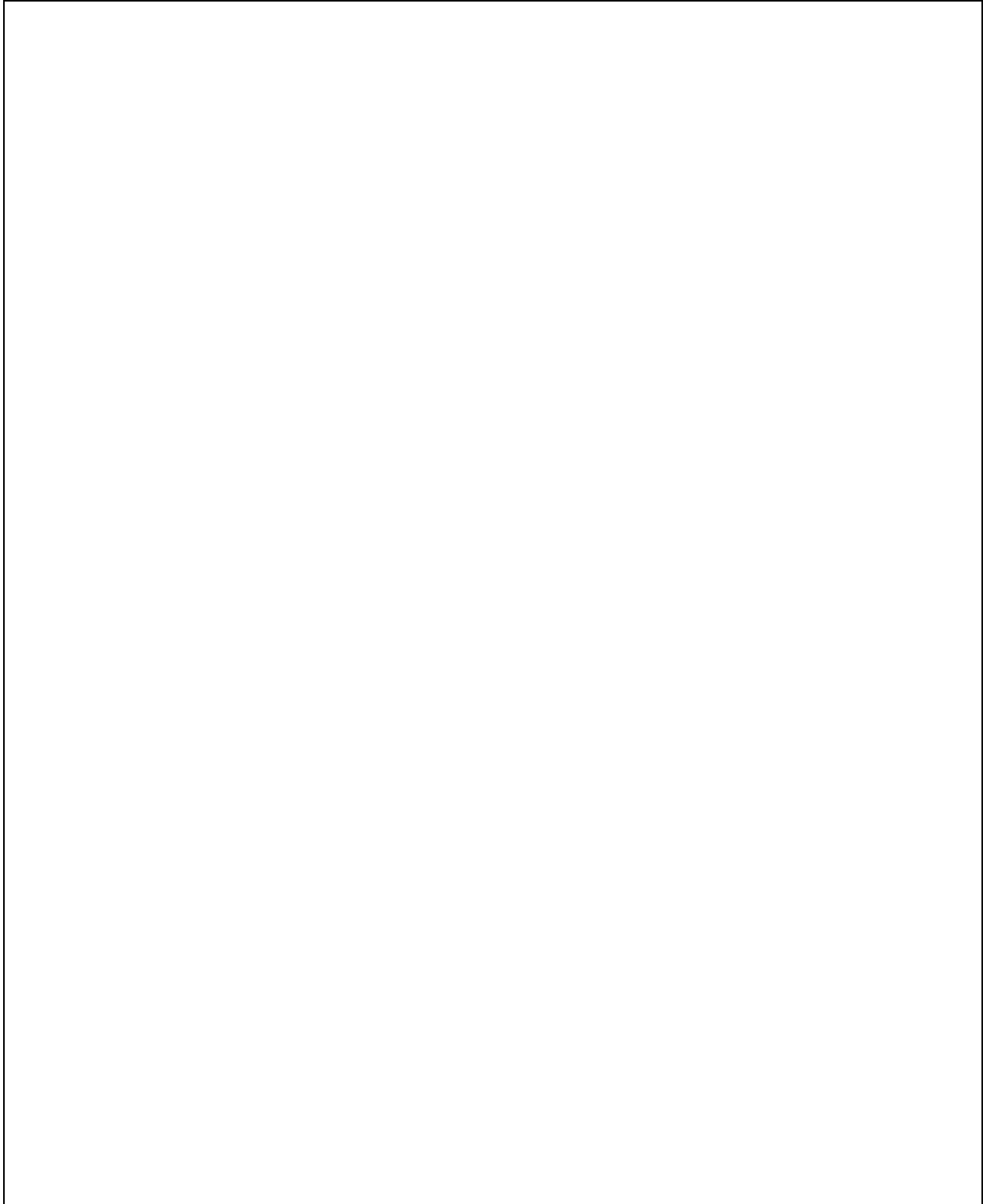


**Part II: Plan for Upcoming Year**

**Part II is intended to provide a guide for your department's plans for the upcoming year with regards to the following: Operational Goals and/or Plans, Curriculum Goals and/or Plans, Learning Outcomes Assessment Plans, and Advising Plans. When answering the questions or completing the sections below, please consider the main points/highlights of each category.**

***A. Operational Goals and/or Plans***

What are your departmental goals and plans for 2018-19? (Some examples may include, but are not limited to, student recruitment, marketing programs, and/or courses, improving course transferability, outlining a communications and/or advising plan for students in an Academic Pathway, etc.) Please include any external sources that have influenced your departmental goals and/or plans.



Are your goals targeting any Perkins or Key Performance indicators? If yes, please explain.

What resources do you need to accomplish your departmental goals for the upcoming year?

Do you need support from other departments to accomplish these goals? If yes, please explain.

Do you need professional development in order to accomplish these goals? If yes, please explain.

For each of your departmental goals/plans/projects, please list the name of the lead faculty member(s) involved.

For each of your departmental goals/plans/projects, please provide a brief timeline for completion.

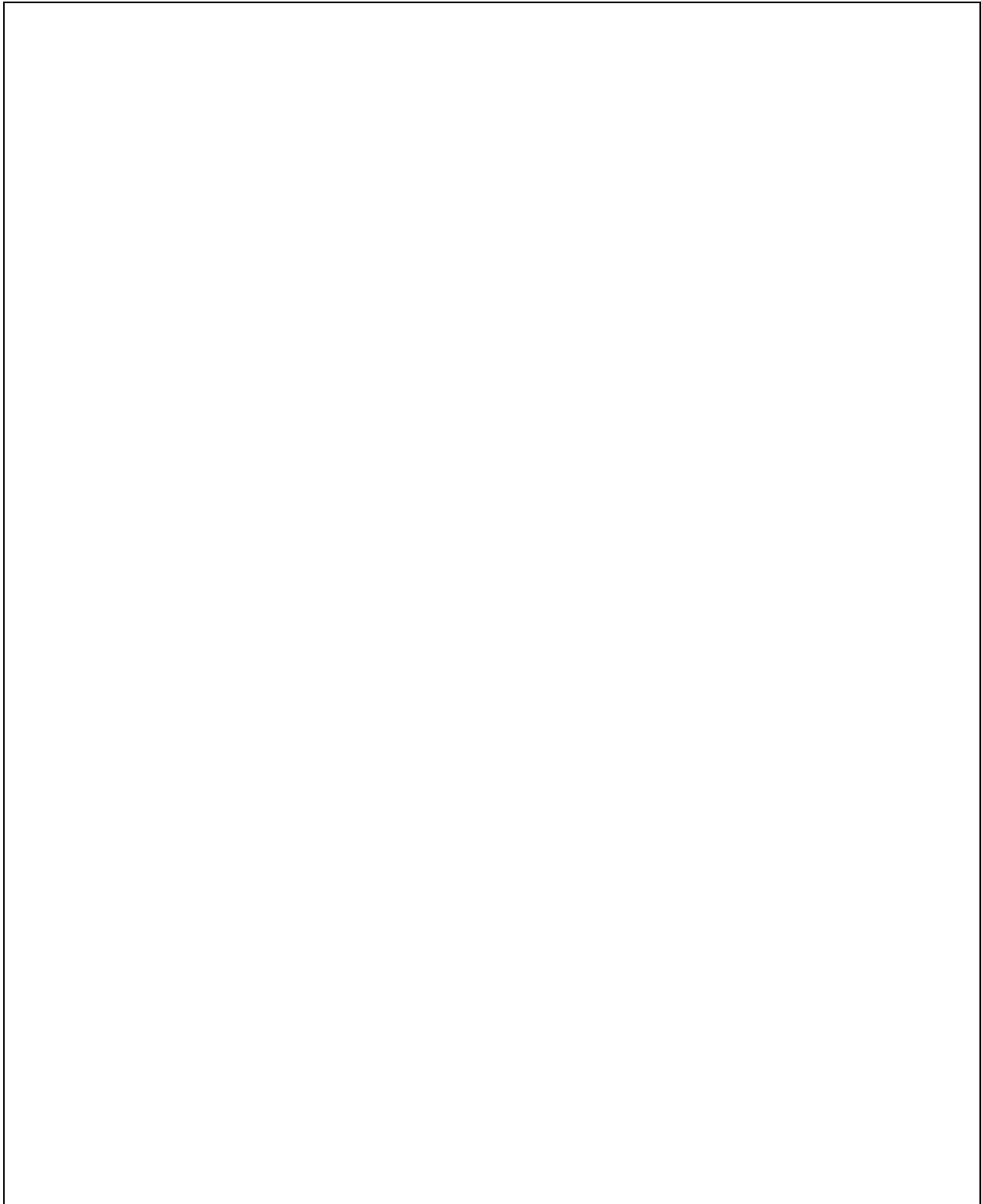
***B. Curriculum Goals and/or Plans***

What are your departmental curriculum development goals and plans for 2018-19? You may reference the course review and revision list (found in the [Google Drive folder](#)) when answering this question and outlining your department's plan for revising courses, as appropriate. Please include plans with regards to online/hybrid course development, if applicable. Please also include any external sources that have influenced your departmental curriculum goals and/or plans.

Review of Department’s Curriculum Transferability

*Please note: this section should be completed by all SAS Departments, Business, and CIS.*

Using transferability data provided by Instructional Support, please summarize your perceptions of how courses in your department transfer to our four-year university partners and how this understanding will impact your curriculum goals for the upcoming year.





Are your curriculum development goals targeting any Perkins or Key Performance Indicators? If yes, please explain.

What resources do you need to accomplish these curriculum development goals?

Do you need support from other departments to accomplish these curriculum development goals? If yes, please explain.

For each of your departmental curriculum development goals/plans/projects, please list the name of the lead faculty member(s) involved.

For each of your departmental curriculum development goals/plans/projects, please provide a brief timeline for completion.

***C. Learning Outcomes Assessment Plan for 2018-19***

In this section, please outline your department's plan for learning outcomes assessment work for the upcoming academic year, outlining the General Education Learning Outcomes (GELOs), Program Learning Outcomes (PLOs), or Institutional Learning Outcomes (ILOs) that will be assessed as well as the assessment instruments/measure that will be used.

***D. Departmental Advising Plan for 2018-19***

In this section, please outline your department's advising plan for the upcoming academic year.

**Part III: 2017-18 Faculty & Staff Accomplishments/Awards**

Part III is intended to provide a space to share the accomplishments, awards, and/or accolades achieved by faculty and staff in your department during the course of this past year.

[Empty box for report content]

***Thank you for completing this report. Please submit to your Dean via email and "CC" the Dean of Instructional Support.***