**Office/Center Annual Reports 2023-2024**

Please use the following structure (2-3 pages):

1. **List office/center goals for the 2023-24 academic year as identified during the goal-setting meeting following the latest PPR. If goals have been updated/amended since the goal-setting meeting, please use the most recent iteration as stated in last year’s annual report.**

***Goals Table***

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| --- | --- | --- | --- |
| **Goal** | **Action/Activity to Accomplish Goal (Objective)** | **Results** | **Notes** |
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1. **Provide an Executive Summary of Office/Center goal achievements.** Briefly discuss progress and/or major achievements made during the 2023-2024 academic year. Also address challenges and planned remediation moving forward, including modification or withdrawal of the goal.

This section should include 1-3 brief paragraphs summarizing activity during the year. Any narrative should be evidence-based relevant to identified goals. Based on identified goals the data MAY include media mentions, donations, events, enrollment trends, office/center performance/collaborations, stakeholder satisfaction (students, faculty, alumni, community members), grants, community service and other documents or data that support your discussion.

1. **Describe resources used last year to achieve your office/center goals.**
2. **Identify any changes to office/center goals for the 2024-25 academic year.**
   1. Note: A meeting with the Supervisor, Director of Academic Assessment, and Associate Provost is required before making any changes to the office/center goals (except for the removal of a completed goal).
   2. Discuss any resources that may be needed to achieve goals.
3. **OPTIONAL Appendices to support Annual Report based on identified goals in the form of a summary:**
4. Summary list of Staff Achievements (not individual vitae)
5. Summary list of Community Engagement and Service Learning tied to office/center outcomes, if applicable
6. Summary list of Grants obtained or ongoing, if applicable
7. Summary Media Mentions, if applicable
8. Summary of programs/events/accomplishments

RESOURCES

Please note that the following resources (unless \*\*) are available to deans and cabinet members and do not need to be rearticulated or added as an appendix.

The following documents may help to discuss office/center goals. Review of documents is based on programmatic goals and may not be needed across all programs.

* + - Grant activity \*\*
    - Faculty/Student Service to community embedded in curriculum \*\*
    - Data sources as appropriate to office/center goals
    - DEI activity or connection to curriculum \*\*

SAMPLE/EXAMPLE GOAL STATEMENTS

The Office will create a DEI professional development for stakeholders

The Center will increase the number of media mentions

The Center will create a market analysis to assess new programming for seniors

The Office will create a strategic plan to enhance student services for #####