Non-Academic Department Guidelines and Reminders:

- In the 2020 Annual Report, you will assess:
  - 2019-2020 Academic Year Annual Department Goals
  - 2019-2020 Academic Year Long Term Goals
- Deadline for Annual Report is **July 31, 2020**
- Use the Meta-Assessment Rubric in order to guide you on what information is needed for a complete report
- Use your 2018-2019 assessment data provided to you in order to refer back to your previous goals and assessments
- Watch the How-To videos outlining the new Annual Report System-link to the right
- You may enter the old annual report system in order to look back on previous goals as well- **DO NOT ENTER** any information in the old system
- The term “Learning Outcomes” refers to outcomes that articulate the knowledge, skills, and dispositions attained by student through learning experiences
- The term “Success Outcomes” refer to outcomes that articulate department outcomes/goals and are not linked to student success of the mastery of learning outcomes
- Fill out **ALL** information requested for the Annual Report. Do not leave items blank as this will result in an incomplete report
- Only click the “Submit” button when you are fully committed to your report and are ready to submit

**FOR ASSISTANCE:**

BLISS ADKISON
256-765-4805