



**Annual Report Process (July 1, 2015 – June 30, 2016)
Unit FY16 Annual Report & FY17 Goals and Assessment Planning**

General Directions

UIC Student Affairs continues to use an online submission process through Compliance Assist, a platform through Campus Labs. The following directions and information will help you prepare the content for your annual report to submit this summer. Please use these directions to begin compiling and organizing your annual report data for each section so you can easily copy and paste the content into Compliance Assist. If you have questions about this process please contact Mark Manderino at mmanderi@uic.edu or 312-996-8813.

**FY16 Annual Report
Due: July 15, 2016**

Mission, Vision, Values FY 16

Please confirm your unit’s current Mission, Vision, and Values that guide your work.

- In FY16 did you modify your current Mission, Vision, or Values? Yes/No
 - If yes, please provide the modified language for approval from your Associate Vice Chancellor

FY16 Goals & Learning Outcome Accomplishments

This section should include all accomplishments for the unit goals, which were submitted last August as part of the FY16 Planning Report, along with the action plan and the link to the Student Affairs Strategic Objectives.

Goals

- For each FY16 goal (submitted in August 2015 and already in Compliance Assist):
 - Please report how success of each goal was measured
 - Please report the status of that goal including any associated data supporting that goal was achieved.
- Achievements in this section should only relate specifically to the goals submitted last summer.

Learning Outcome

- Please confirm each Learning Outcome for FY15 (submitted in August 2015)
 - Please report how success of each learning outcome was measured
 - Please report the status of that outcome including any associated data supporting that learning outcomes were achieved.

Key Programs and Services

What is a Key Program or Service? Key programs and services represent a unit’s core work and what the unit does on a day-to day basis. Each unit should have identified 3-6 main overarching functions of the unit that do not change year to year. Key Programs and Services are not the names of events or activities, but rather your broader functions that define the unit. If each unit had to boil down the overarching work of the unit, how would you name or categorize those functions into 3-6 main areas. This section of the annual report will be organized by each key program, service, or facility where key performance indicators (utilization, satisfaction, student learning) will be reported on each key program or service, where relevant. This approach will help to better organize the annual report and focus on the core work of each unit in a more comprehensively manner beyond goal completion.

Key Performance Indicator #1- Utilization Data FY16

Utilization data should be included in table format. This is each unit's opportunity to report the magnitude of student/client engagement through your unit's programs, services, or facilities. Please include the program, service, and/or facility utilization for FY16, as well as FY15, and FY14. **For the purposes of this year's annual report, you do not need to include utilization data prior to FY14, as that information has already been included in previous reports.** Please indicate if the numbers provided are a total head count (number of unduplicated, unique individuals) or total points of contact (total number of people who attended/participated/visited/services were rendered to, etc.), which can include repeated use by a single student/client.

Please calculate the percent change between the FY15 and FY16 numbers. As a resource, use this link to calculate the percent change. <http://www.percent-change.com/> The first number should be FY15 and the second number should be FY16. Additionally, if submitting multiple events, programs, and/or services and associated utilization, please be sure to provide a total number of contacts for all of your efforts combined in the last row of the chart.

Name Event, Activity, Program, or Service	FY14	FY15	FY16	% Change between FY 15 & 16
	00,000	00,000	00,000	
TOTAL NUMBER OF CONTACTS				

- Please provide a very brief narrative summary explaining what contributed to any significant increase or decrease in any of the utilization of programs/services/facilities this past year. What if any intentional outreach was done explaining the significant increase in utilization or what factors might have contributed to any potential significant decrease? This brief narrative summary helps to bring some context to the comparison between FY15 and FY16.

Key Performance Indicator #2-Satisfaction FY16

Please provide a summary of all student or client satisfaction data collected through individual surveys or evaluative tools that relate to this specific key program or service. Be sure to include percentage responding to the item related to satisfaction.

Key Performance Indicator #3-Student Learning FY16

Please provide all data collected associated with what students learned as a result of participating in your programs and services related to this key activity. For FY16, for each identified Key Program or Service, provide supporting evidence collected that relates to what the students have indicated or demonstrated that they learned through the various data and information collected about this particular Key Program or Service.

FY16 Unit Assessment Project Updates

To assist in reporting on data collected through various unit assessment projects you had planned and submitted as a schedule last August 2015, this section will provide an individual update on each assessment project (surveys, focus groups, etc.) that you administered this fiscal year. While some individual points of data might appear elsewhere in the report, this captures summative information how the assessment project was administered, select findings, and how this data informs your work.

- Name of Assessment Project
- Type of Assessment (i.e. Survey, Focus Group, etc.)
- Dates of Administration (Day/Month/Year to Day/Month/Year)
- Major Results/Findings (only include selective data/findings, not every individual item/response)
- Planned actions based on assessment results/finding (i.e. what improvements or changes will occur as a result of this data)

Other Unit Accomplishments, Unit Collaborations, & Relevant Data FY16

Other relevant information, such as unanticipated accomplishments, collaborations with other Student Affairs or UIC departments, or external entities should be reported. Please be concise (bullets, graphs, tables, etc.).

Unanticipated Unit Accomplishments

- Aside from your stated FY16 Goal Accomplishments, please list any other accomplishments that your unit achieved this past year related to the central functions, programs, and/or services your unit provides.

Unit Collaborations

- Please use this table format to provide a list of the other units within Student Affairs, at UIC, or external to UIC that your unit collaborated with this year on joint programs/services/consultations. For external entities (i.e. community organizations, educational institutions/organizations, governmental offices/agencies, businesses, etc.), please also include what type of organization it is classified as (community, educational, governmental, business, or other).

Your Unit Name	Name of Unit/Organization Collaborated With	Type of Collaboration (Student Affairs, Academic Affairs, UIC, External)	Name of Primary Contact in Collaborating Unit (not your own)	One Sentence Description of Collaboration (one-time vs. ongoing collaboration, and the category of collaboration (programmatic, service, consultation/communication)

End of Year Summary/Reflections FY16

- Based on what you have provided in the FY16 Annual Report thus far, please list in bullet form, no longer than 2 lines each, the 3 most significant accomplishments listed in your annual report which your unit is most proud of this past fiscal year. If it is not in the Annual Report, it should not be included as a significant accomplishment. The items listed should be taken directly out of a section you have written earlier in the report. This will help support the content selection for the OVCSA Annual Report Publication.
- Please describe your unit’s primary strengths and challenges heading into FY17.
 - Please list and briefly describe 3-5 strengths for the unit
 - Please list and briefly describe 3-5 challenges for the unit
- Please provide any other pertinent information not captured through the annual report that you would like to share.

PLANNING FOR FY17

Due: August 15, 2016

Please note that this section is intended to be a draft of your goals, learning outcome(s), and plans for assessment in FY17. Review and feedback will be provided and opportunities for revision will occur in the early fall.

Goals & Action Items FY16

- Please submit between 3 and 6 goals that your unit intends to accomplish during FY17.
 - Remember to write SMART goals: Specific, Measurable, Attainable, Responsible (who’s responsible for the goal), and Timely. Goals are broad statements, whereas action items are more specific tasks associated with the goal
- Include measurable action items to achieve each goal
 - Action Items roll up to each goal and are specific task statements that will be accomplished as individual components to achieve the associated goal.

- Include Action Plans for each goal, specifically stating what individual metrics or measures will be used to assess if the goal has been met and the unit is successful (i.e. /utilization, satisfaction, retention, student learning, etc.). Essentially, please describe how your unit will measure success of each goal.
- **Include how each goal connects to one of the Student Affairs Strategic Objectives**
- **Include how each goal connects to one of the Chancellor’s Priorities (these can be viewed in the Strategic Plan tab of Compliance Assist)**

Student Learning Outcome Statements FY17

- By the beginning of July UIC Student Affairs will have both divisional learning outcomes as well as connected department student learning outcomes statements. By January 2017, program and activity level learning outcomes will round out the comprehensive set of learning outcomes for Student Affairs and each unit.
- While the last half of this process is taking place, units should still be measuring student learning in one or more of the learning domains that your unit based your set of outcomes on.
- **Please list which department learning outcome statement(s) you will have associated assessment data for (at the activity and program level) during FY17.**
- Please list which programs/services will serve as the basis for this assessment helping to answer what should students know, be able to do, or be able to demonstrate when they have completed your activity, program/service, or engaged with your office?
- For each outcome please address the following:
 - What intentional efforts will be made to provide students with the learning opportunity to achieve this outcome? (i.e. how will you teach them this outcome)
 - What assessment will be conducted to measure if the students have met the outcome? (i.e. what data will you need to collect to measure if students have achieved this learning outcome?)

Schedule of Assessment Data Collection FY17

- Please provide a schedule for any data collection planned for FY17 such as surveys, focus groups, retention studies, or measurement of learning outcomes, etc.
- Please list the frequency for each project, scheduled date or term and year, when it was last administered, and who the target population is that will be invited to participate in the assessment.
- Please use the table format provided.

Name of Assessment Project	Method or Tool (i.e. survey, existing data, focus group, interviews)	Scheduled Date or Term/Year to be Administered	Frequency (annual, on a semester basis, etc.)	Target Population (i.e. senior, male, student employees)	Last Date of Assessment being Administered