


MEMORANDUM

TO: Academic Department Chairs

FROM: Erik J. Bitterbaum, President 

RE: Annual Report

The annual departmental reports for 2009-2010 will be due on June 19, 2010 in the office of your respective dean or supervisor. Dean and supervisor annual reports are due to respective Vice Presidents by July 17, 2010; Vice Presidential reports are due to the President by August 14, 2010. These reports will be used to prepare the SUNY Cortland annual report. The Board of Trustees Policies states that “. . . the chief administrative officer of each college shall make an annual report to the Board of Trustees, the Chancellor, the college council and the faculty for the previous year, concerning the affairs of the college and recommendations with respect thereto.”

This year, the requested information for your annual report focuses on specific ways that your area has successfully addressed the College’s newly identified campus priorities: academic excellence, transformational education, well-being, and maximizing resources. Please use the sectional descriptions below to guide you in outlining your departmental highlights.

Recommended Departmental Annual Report Format

In all sections, please include use of assessment and how assessment findings have informed the work of your department.

1. **Introduction:** Overview of department or office highlights.
2. **Academic Excellence:** Describe steps that departments have taken to promote Academic Excellence and evidence that progress is being made. Please include discussion on the following points:
 - a. Interpretation of key data provided by the Institutional Research and Assessment Office (e.g., enrollment trends, class size, and GE assessments) or assessments coordinated within your department or office (e.g., student satisfaction with programs).
 - b. Summary and interpretation of data collected by the department on student achievement and performance (e.g., portfolio evaluations, comprehensive exams, culminating experiences, certification exams, etc.).
 - c. Accomplishments in teaching including curriculum development, innovations in teaching and evidence of how these have promoted student learning. research, scholarship and creative activities including: publications (include peer reviewed articles, accepted and published books, chapters, monographs etc.); presentations

(distinguish between national/regional conferences vs. local); creative works (performances, exhibitions); and external (submitted and funded) and internal (funded) grants.

- d. Service to the profession (leadership in professional organizations, editorial service, review of manuscripts, etc.), college, school and department, and community.
3. **Transformational Education Experiences:** Describe programs and initiatives that support Transformational Education such as civic engagement activities, undergraduate research, internships, study abroad, student leadership, and other curricular and co-curricular activities.

Well-being: Describe departmental actions taken to promote the social, psychological, cultural, emotional and intellectual Well-being of the campus and greater Cortland community. These could include initiatives related to multiculturalism and diversity,

4. internationalization, and other forms of participation in the life of the campus and the community.
5. **Maximizing Resources:** Describe progress made and future plans for enhancing the effectiveness of administrative and governance structures, promoting sustainability, and aligning assessments with planning and change.

You may include specific examples of how assessment has been used to inform your department's work that has not been noted in previous sections.

6. **Departmental plans for the coming year and the next five years that align with SUNY Cortland's Strategic Priorities.**