The University of Tennessee

Division of Student Life
Annual Report

Report Sections	Contributes to	Pages
Introduction to the Report		
Department Profile	SACS reporting	
Annual Summary	Departmental improvement & support	
Departmental Diversity Plan Progress Report	VOL Vision / Top 25, departmental improvement & support, Diversity Plan reporting	
SACS Progress Report	SACS reporting, VOL Vision Top 25, divisional & departmental strategic plans, divisional goals, Learning outcomes and Program goals, and departmental improvement & support	
VOL Vision Priorities	VOL Vision / Top 25, SACS reporting, and departmental improvement & support	
Assessing Effectiveness	VOL Vision / Top 25, SACS reporting, and departmental improvement & support	
Departmental Civility/ Community Initiatives	SACS reporting and departmental improvement & support	
Departmental Strategic Plan Progress Report	VOL Vision / Top 25, SACS reporting and departmental improvement & support	

Appendices (attached by the department)   **# Pages**

Title:

Title:

Title:

Title:

Title:

Title:

Introduction to the Annual Report

The Annual Report is designed to help you develop a streamlined reporting process that will help tell your department's story by highlighting department accomplishments and areas for improvement. The Annual Report will also provide you with an opportunity to reflect upon your department's contributions to the divisional strategic plan, SACS, divisional assessment initiatives, and diversity programming and initiatives.

The Annual Report design will allow you to document your department's progress for years to come. Few changes are anticipated for the current template, allowing for consistent departmental reporting and operation. Additionally, the template will allow you to track baseline indicators, metrics and student learning over an extended period of time, which will inform you of your department's growth and development in a variety of areas.

Annual Reports should not be considered budget documents, assessment reports, or comprehensive documents but rather as summary reports designed to provide information on your department's progress and contributions to student learning and development. Please note that we encourage brevity and clarity, and ask that you provide your responses in the space provided. Additional documentation may be included in the Appendix section of the report as needed.

All reporting should focus on the previous year (July 1- May 1), with the exception of longitudinal data that may support your retention, persistence, and graduation initiatives. This year's report will focus on July 1, 2012 to May 1, 2013, which represents a majority of FY 2012-2013. If your department sees significant programming or changes in May or June 2013, you may submit that information in a supplementary report at the official close of the Fiscal Year. If features of this report do not relate to your department, please write "N/A" in the field in the top-left of that table. The Division of Student Life Assessment & Divisional Effectiveness Committee will review your report and respond accordingly with any questions or feedback. Ultimately, the information you provide will be combined with the information provided by all divisional departments to create an annual divisional report. **Please follow the timeline below for reporting, and visit the resources tab of the Division of Student Life web site for helpful, up-to-date documents, including a "How to Complete the Annual Report" guide and instructions for submitting your annual report. Contact Dr. Melissa Shivers (mshivers@utk.edu), Kate Abernathy (kbrownl1@utk.edu), or Amy Anderson (amy@utk.edu) should you have any questions or need assistance.**

Divisional Annual Reporting Cycle

July 2012/May 2013   Each area reports on your findings from the recently concluded fiscal year.

May 31st, 2013   Each department's Annual Report and Appendices are due to your designated folder. The Assessment Committee will review Annual Reports and conduct discussions on key unit successes and areas of change that need to be made for the coming year.

Fall/Spring   Each area implements any new goals or plans that emerged as a result of your Annual Report findings.

Department Profile
contributes to SACS reporting

Using the space below, please use a narrative statement to describe the department and each unit with the department. This may include your mission, vision and values and the types of programs that are offered, and should describe how the department promotes and supports the mission of the institution. Please use a brief narrative statement to describe ways that the department promotes student learning and development. Please list, in bullet form, the documents included in the appendix to this report that support these statements. Finally, please use a bulleted list to describe the students and stakeholders that you serve, in terms of demographic information, academic classifications, or other population features. Please utilize the standardized demographic identifiers provided in the resources section, and only report on unique users.

Annual Summary
contributes to departmental improvement and support

Using the space below, please use a narrative statement to provide a summary of the department's 3 major achievements from this year, 3 major challenges you faced this year, implications for the future, budgeting, and capacity. This statement may reference data or information provided throughout this report, and will serve as the executive summary of this report. Please use the following headings to organize the five sections of this summary: ***Achievements, Challenges, Implications for the Future, Budgeting, and Capacity.***

Additional space for section on previous page.

Diversity Plan Progress Report

contributes to VOL Vision / Top 25, SACS reporting, and departmental improvement and support

Please describe the initiatives, programs or services that contribute to the diversity goals. For departments that manage multiple groups of student leaders with multiple demographics to report, please attach an Excel file to highlight all student and stakeholder information.

Diversity Goal #1: Create and sustain a welcoming, supportive and inclusive campus climate.

Diversity Goal #2: Attract and retain greater numbers of individuals from under-represented populations (particularly department heads, directors, deans, and vice-chancellors).

Diversity Goal #3: Attract, retain, and graduate increasing numbers of students from historically underrepresented populations and international students.

Diversity Goal #4: Develop and strengthen partnerships with diverse communities in Tennessee and globally.

Diversity Goal # 5: Ensure that curricular requirements include significant intercultural perspectives.

Diversity Goal #1		Create and sustain a welcoming, supportive and inclusive campus climate.		
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed ☐ In Progress ☐ Not Started

Goal Challenges:

Diversity Goal #2	**Attract and retain greater numbers of individuals from under-represented populations (directors, deans and vice-chancellors)**			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed   ☐ In Progress   ☐ Not Started

Goal Challenges:

Diversity Goal #3	Attract, retain, and graduate increasing numbers of students from historically underrepresented populations and international students.			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed ☐ In Progress ☐ Not Started

Goal Challenges:

Diversity Plan Progress Report (cont'd)

Diversity Goal #4	Develop and strengthen partnerships with diverse communities in Tennessee and globally.			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed ☐ In Progress ☐ Not Started

Goal Challenges:

Diversity Goal #5	Ensure that curricular requirements include significant intercultural perspectives			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed   ☐ In Progress   ☐ Not Started

Goal Challenges:

Diversity Plan Summary (cont'd)

Please briefly describe any diversity, intercultural, social justice, or civility initiatives that moved your department forward as it relates to diversity and inclusion. This can include student initiatives or partnerships with student groups and/or Divisional or University departments. Also, for planning purposes, please attach your updated diversity plan for the 2013-2014 reporting cycle as an appendix.

Division of Student Life

Contributes to SACS reporting, VOL Vision/ Top 25, divisional goals, and Departmental improvement and support

SACS Progress Report

Please use this form to report on the progress of each SACS goal developed by your department. The "Improvement Made" column should briefly (1-2 sentences) describe the program name, the assessment used to indicate improvement needed, the improvement made, and the date the improvement was made. Program outcomes should be based on Divisional Program Goals, learning outcomes should be based on Divisional Student Learning Goals, and the last column should provide data to document what students learned. Please attach all relevant addiditional documentation pertaining to data collection as an appendix.

SACS GOAL 1: _____

Improvement Made	Program Outcomes	Student Learning Outcomes	Results of Improvement	Evidence of What Students Learned

SACS GOAL 2: _____

Improvement Made	Program Outcomes	Student Learning Outcomes	Results of Improvement	Evidence of What Students Learned

SACS GOAL 3: _____

Improvement Made	Program Outcomes	Student Learning Outcomes	Results of Improvement	Evidence of What Students Learned

SACS GOAL 4: _____

Improvement Made	Program Outcomes	Student Learning Outcomes	Results of Improvement	Evidence of What Students Learned

SACS GOAL 5: _____

Improvement Made	Program Outcomes	Student Learning Outcomes	Results of Improvement	Evidence of What Students Learned

Retention and Graduation

Contributes to Division of Student Life Strategic Plan Goal #1/ VOL Vision/ Top 25 Priority #1

*Please identify programs or services that impact the **retention and graduation** performance of UT students.*

Program/Service Name	Impact on Retention and Graduation	Number of Participants	Documentation (ie. baseline data, # surveyed, # of responses)
			`

Recruitment
contributes to VOL Vision / Top 25 Priority #1

*Please identify programs or services that impact the **recruitment** of UT students or other constituents (if applicable).*

Program/Service Name	Impact on Recruitment	Number of Participants

Graduate Student Development

contributes to Division of Student Life Strategic Plan Goal #3/ VOL Vision/ Top 25 Priority #2

Please identify the number of graduate students involved in your respective units and the department's support of graduate students' personal and professional development (if applicable).

Graduate Assistants	
# of graduate assistants	
# of graduate interns or practicum students	
# regional/national conferences attended by graduate students (total attendances)	
# regional/national presentations by graduate students	
% graduates employed in their field of study within one year	
Please describe programs or initiatives facilitated by the department to promote graduate student success:	
Please list in bulleted form the graduate programs represented by graduate assistants and practicum/intern students in your department this year:	
# of applicants / # of GA positions available	

Community Outreach

contributes to Division of Student Life Strategic Plan Goal #2/ VOL Vision/ Top 25 Strategy #3

Please list student outreach or community involvement activities facilitated by the department.

Activity Name (in bold) and Description	# community members participating or benefitted	# of students involved as volunteers	Number of volunteer hours (students x hours; or n/a)	$ raised (or n/a)
				☐
				☐
				☐
				☐
				☐
				☐
				☐
Total for Department				

Staff Engagement

contributes to Division of Life Strategic Plan Goal #5, VOL Vision / Top 25 Priorities #3 and #4 and Council for Diversity and Interculturalism

Please provide the following information regarding departmental staffing and the professional/scholarly contributions of staff members.

Staff appointments

Staff Member's Name	Appointment Date	Position	If new employee, is résumé included in Appendix?	
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Campus committee involvement

Staff Member's Name	Committee/Group	Position

Campus presentations

Staff Member's Name	Presentation Title	Reason for Presentation (ie. Professional Development, Coffee House, Dept/Div Request, etc)

Staff Engagement (cont'd)

contributes to Division of Life Strategic Plan Goal #5, VOL Vision / Top 25 Priorities #3 and #4 and Council for Diversity and Interculturalism

Please provide the following information regarding departmental staffing and the professional/scholarly contributions of staff members.

Student Organization Advisor/Volunteer roles

Staff Member's Name	Organization	Position

Articles/Books that have been published

Staff Member's Name	Title	Source of Publication

Dissertation, thesis, or Master's projects committee service

Staff Member's Name	Student's Name	Department of Study

Teaching Courses

Staff Member's Name	Courses Taught	Semester

Staff Engagement (cont'd)

Professional and community involvement, including professional association positions, conference presentations, local board or agency membership, etc.

Staff Member's Name	Association, Board, etc.	Conference Presentation and Date	Position/Role

Fiscal Responsibility

contributes to VOL Vision / Top 25 Priority #5, Division of Student Life Strategic Plan Goal #2, and departmental improvement and support

Please provide examples of the ways the department has attempted to reduce spending or generate revenue, such as streamlining processes, using technology to reduce costs, or receiving grants. NOTE: Fundraising through donations, membership fees and alumni programs are included in the next form. If you expect significant changes to this area in May and June 2013 (after the reporting cycle), please resubmit this page at the close of the Fiscal Year with all financial updates included.

Program/Activity	$ Amount Saved	$ Amount Generated
Total Saved		
Total Generated		

Please provide examples of the fundraising efforts through donations, membership fees and alumni programs that have contributed to the resource base of the department or division.

Account Name Receiving Funds	Fundraising Initiative	$ Amount Resulting from Initiative	Names of Prospects Contacted (regardless of contribution)

Technology Initiatives

contributes to VOL Vision / Top 25 Priority #5 and Strategic Plan #4

Please provide examples of the ways the department utilized technology to enhance service delivery.

Technology Initiative	Result of Initiative

Facility Operations

contributes to VOL Vision / Top 25 Priority #5, Strategic Plan #2, and departmental improvement and support
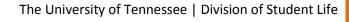
Please provide examples of the ways the department improved facilities to meet the changing needs and demands of today's college student (if applicable).

Facility Improvement

Sustainability

contributes to VOL Vision / Top 25 Priority #5 and Strategic Plan #2

Please provide examples of the ways the department promoted sustainability (if applicable).

Sustainability Initiative

Collaboration and Service to Campus

Please describe the significant ways the department serves the campus through collaboration with other departments or the provision of resources. Please do not report on committee involvement or other programs included elsewhere in the department's report.

Campus Department	Description of Collaboration or Service

Assessing Effectiveness

contributes to VOL Vision / Top 25, SACS reporting, and departmental improvement and support

Please list the one or two major assessment projects outlined in your 2012 Assessment Plan as well as any additional major assessment projects undertaken in your unit in the past year. Discuss ways in which the findings or results influenced or will influence the department's programs or services. Please only report on projects that influenced change or significantly informed decision-making. **Please attach your 2012 Assessment Plan in the Appendix for reference.**

Assessment Project(s) Included in 2012 Assessment Plan

Assessment Project (and Program/Service Name)	Describe the Key Findings (what you learned)	Describe How You Used the Findings

Assessing Effectiveness
contributes to VOL Vision / Top 25, SACS reporting, and departmental improvement and support

Please list the two major assessment projects outlined in your 2012 Assessment Plan as well as any additional major assessment projects undertaken in your unit in the past year. Discuss ways in which the findings or results influenced or will influence the department's programs or services. Please only report on projects that influenced change or significantly informed decision-making. **Please attach your 2012 Assessment Plan in the Appendix for reference.**

Assessment Project(s) Not Included in 2012 Assessment Plan

Assessment Project (and Program/Service Name)	Describe the Key Findings (what you learned)	Describe How You Used the Findings

Assessing Effectiveness (cont'd)

Please describe up to three challenges your department is facing in terms of conducting quality, useful assessment:

1.

2.

3.

Assessing Effectiveness

*Please use the tables below to describe **one or two** new assessment projects that your office will conduct in the upcoming year. Please only describe new projects that affect 50 or more students and that are not attached to participant satisfaction.*

Title and Purpose of the Assessment				
Data Collection Method	Target Audience	Corresponding Divisional Outcomes/Goals	Corresponding Dept. Outcomes	Expected Launch & Completion Dates

Corresponding University/Divisional Initiatives (i.e. Retention/Civility Points): *note: this may not apply to your project.*	
Is this a required project for accreditation or federal regulation purposes?	☐ ☐
This project should connect to your departmental strategic plan, SAC goals, or Diversity Plan. Please state the relation here, or if this project is unrelated to the aforementioned plans, please share the purpose and need for the project.	
How do you plan to report results?	
How will you utilize the results to create change in your department/program?	

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Assessing Effectiveness (cont'd)

Title and Purpose of the Assessment				
Data Collection Method	Target Audience	Corresponding Divisional Outcomes/Goals	Corresponding Dept. Outcomes	Expected Launch & Completion Dates

Corresponding University/Divisional Initiatives (i.e. Retention/Civility Points): *note: this may not apply to your project.*	
Is this a required project for accreditation or federal regulation purposes?	☐ ☐
This project shold connect to your departmental strategic plan, SAC goals, or Diversity Plan. Please state the relation here, or if this project is unrelated to the aforementioned plans, please share the purpose and need for the project.	
How do you plan to report results?	
How will you utilize the results to create change in your department/program?	

Departmental Civility and Community Initiatives
contributes to Strategic Plan # 2, SACS reporting, and departmental improvement and support

Please use the following form to describe programs, services or initiatives outlined in the Civility and Community report. If your department has not been charged with developing Civility and Community Initiatives, please write "n/a" in the first line.

Program/Service/Initiative	
Implementation Timeline and Notes	
Performance Indicators	
Performance Data	
Outcomes and Implications for Future	

Program/Service/Initiative	
Implementation Timeline and Notes	
Performance Indicators	
Performance Data	
Outcomes and Implications for Future	

Departmental Strategic Plan Progress Report

*contributes to VOL Vision / Top 25, SACS reporting, and
departmental improvement and support*

Please provide an update on your strategic plan by entering your strategies in bulleted form under the appropriate heading in one of the first three columns. Use the challenges column to address any challenges faced regarding this goal, and use the last column to summarize any changes made to your strategic plan, including a brief description of why the change was made.

Strategic Plan Goal #1 (Student Engagement and Success): Engage all students in meaningful co-curricular opportunities to promote retention and persistence toward graduation

Strategic Plan Goal #2 (Student Environment): Foster a campus environment that meets students' evolving cultural, facilities, physical, and social needs

Strategic Plan Goal #3 (Student Learning): Sustain and strengthen partnerships with Academic Affairs to support the academic mission of the institution

Strategic Plan Goal #4 (Student Services and Communication): Enhance services for students through data-informed decision making, branding, and communications

Strategic Plan Goal # 5 (Staff Support): Support Division staff's ability to be effective in their respective roles

Strategic Plan Progress Report (cont'd)

Strategic Plan Goal #1	Engage all students in meaningful co-curricular opportunities to promote retention and persistence toward graduation			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed   ☐ In Progress   ☐ Not Started

Goal Challenges:

Strategic Plan Progress Report (cont'd)

Strategic Plan Goal #2	Foster a campus environment that meets students' evolving cultural, facilities, physical, and social needs			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed ☐ In Progress ☐ Not Started

Goal Challenges:

Strategic Plan Progress Report (cont'd)

Strategic Plan Goal #3	Sustain and strengthen partnership with Academic Affairs to support the academic mission of the institution			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed ☐ In Progress ☐ Not Started

Goal Challenges:

Strategic Plan Goal #4	Enhance services for students through data-informed decision making, branding, and communication			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed   ☐ In Progress   ☐ Not Started

Goal Challenges:

Strategic Plan Goal #5	Support Division staff's ability to be effective in their respective roles			
Objectives	Strategies/Tactics	Date (or Date Range)	Responsible Party	Benchmarks/ Measures

Goal Status (Please Check One): ☐ Completed   ☐ In Progress   ☐ Not Started

Goal Challenges: