Annual Plan Report

Purpose: This annual report would be used on non-program review years to describe the goals established by your discipline/department in your Program Review, resources requested, and current outcomes. This report is organized around the following sections: reporting on goals/progress, faculty requests, other resource requests, and Dean/manager feedback.

Department/Discipline:				
Author:		Reporting year:	2024	2025

Reporting on Goals/Progress

Goals from PR (Copy from 2023 PR)	Describe actions completed/progress toward goal in last 12 months	Describe challenges
Example Goal 1: Obtain and analyze data for AB1705 compliance and implement targeting intervention systems and support services to aid students in completing math requirements for their program.	Example: -Implemented S-courses for MATH G120 -Reviewed additional AB 1705 throughput data	Example: -Many students who would benefit from the S-courses are still not enrolling in them.

List new goals for the next 12 months, if applicable:

Requests *made from 2023 PR* (Copy from PR)
Add rows as needed.

Status:

Faculty 1:	☐ Complete ☐ Funded, In progress ☐ Not funded
Faculty 2:	☐ Complete ☐ Funded, In progress ☐ Not funded
Classified 1:	☐ Complete ☐ Funded, In progress ☐ Not funded
Classified 2:	☐ Complete ☐ Funded, In progress ☐ Not funded
Other 1:	☐ Complete ☐ Funded, In progress ☐ Not funded
Other 2:	☐ Complete ☐ Funded, In progress ☐ Not funded

	☐ Complete ☐ Funded, In progress ☐ Not funded
	☐ Complete ☐ Funded, In progress ☐ Not funded
	☐ Complete ☐ Funded, In progress ☐ Not funded

Outcomes (What data are you using to measure your progress? This data may come from your Program Review, Student Achievement Data, Student Learning Outcomes, Service Area Outcomes, or Administrative Unit Outcomes). All departments should have outcome data; blank or "N/A" entries will be returned)

Outcome (Copy from PR)	**What has the data told you do far? Did you establish benchmarks? Have you set outcome goals? Did you achieve your outcome goals?**	**What did you do with this information? Who did you share it with? How did you change your practice?**
Metric 1:		
Metric 2:		
Metric 3:		

Report on Unexpected Change in Program Condition or Emerging Needs (*attach Classified or Other, Technology, or Equipment Request form, if necessary**)

Provide a short description of any changes that require you to set a new priority. These new priorities may require a change in focus, additional resources, and/or new goal(s) for the department/program. These changes or emerging needs may be internal (e.g., unexpected retirement) or external (e.g., changing state policy that impacts your function).

*Do not submit requests that have already been submitted and not funded through Program Review. This is only for new compelling and emerging need.

Request for Faculty

(extenuating circumstances only; attach Faculty Request form)

- Accreditation
- Advisory Board demands per industry standard
- Death
- Incapacitation
- Unexpected leave (personal issue causes faculty to vacate the position)

Classified Requests

(should not be 2023 program review requests and must present compelling evidence; attach Classified Request form)

Other Requests

(should not be 2023 program review requests and must present compelling evidence; attach Other Facilities, Technology, Equipment Request form)