



Office of Academic Affairs

9201 University City Boulevard, Charlotte, NC 28223-0001
t/ 704.687.5717 www.uncc.edu

To: Deans, Associate/Assistant Provosts, University Librarian, Vice Chancellor for Research and Federal Relations, and Executive Director, Institute for Social Capital

From: Provost Joan Lorden

Date: March 24, 2009

RE: Preparation of 2008-09 Annual Reports

Two templates (attached) will be used again this year to complete the annual report:

1. The 2005-2010 Strategic Plan Template
2. The 2008-09 Annual Report Template

Strategic planning and evaluation are linked; therefore, sections III-I and III-J of the 2005-2010 Strategic Plan Template will be used to report annual progress on the achievement of each strategic goal. The 2008-09 Annual Report Template will be used to document the remaining annual report information that is needed by the Office of Academic Affairs.

Steps in preparing the 2008-09 annual report:

1. In the Strategic Plan Template, complete sections III-I and III-J for each goal listed in your 2005-2010 Strategic Plan. This will be submitted as Attachment 1 of the 2008-09 Annual Report.
2. Using the 2008-09 Annual Report Template, complete the remainder of the Annual Report.

The Annual Report Template requires these attachments:

1. Attachment 1 is the full 2005-2010 Strategic Plan containing outcomes data that were completed in step 1.
2. Attachment 2 consists of your student learning outcomes plan and the data collected since 2005 when the 2005-2010 Strategic Plan began. This is where we document and evidence to the Southern Association of Colleges and Schools that we are assessing critical student learning outcomes and implementing changes based on our assessment findings. **Attachment 2 is required of all academic departments and colleges.**
3. Attachment 3 consists of written feedback to department and unit heads and is only required of Deans and Associate Provosts.

Due dates:

1. Deans and Associate Provosts will set the due date for their units.
2. **No later than June 19**, all annual reports (department and unit reports in addition to college and division reports) are due. An electronic copy of each annual report should be sent to Eric Klee in the Office of Academic Affairs (eklee@uncc.edu).

Please contact Cathy Sanders, 7-2091 or casander@uncc.edu, with questions related to the preparation or submission of annual reports.