**Academic Area Annual Report and Action Plan**

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| **Department/Program/Area:** |  |  |  |
| **Contact Person:** |  |  |

**A1. Mission and Overview**

*Instructions: Describe the program’s mission and how it is aligned with Wittenberg’s mission, values, and strategic goals. Provide an overview of the program including a description of the curriculum structure. Additionally, identify the course in which students complete a culminating reflection experience as a graded component and the two courses within the program that satisfy the Connections Curriculum requirement of discipline-specific writing.*

**A2. Essentiality**

*Instructions: Explain the how the University knows there is a need for this program within the academic portfolio. Provide any quantitative or qualitative data necessary for the rationale.*

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| **B. Last Year’s Action Plan and Progress** |

*Instructions: Use this area to list your area’s primary action items (i.e., goals, projects, tasks, etc.) from last year and the progress made on those items. What did you work on accomplishing and how did it go? What went well and what challenges did you encounter?*

**C1. Last Year’s Noteworthy Accomplishments**

*Instructions: Use this area for capturing reflections and lessons learned from the previous year beyond progress on your action plan. What noteworthy endeavors or annual activities did your area accomplish? Activities may include, progress on curricular revision, evolving personnel changes, planned events, speakers or colloquia, awards, recognitions, and service or contributions to Wittenberg and the community.*

**C2. Diversity, Equity, and Inclusion**

*Instructions: Describe how the program has fostered an inclusive, equitable climate and culture as described in the Statement on Diversity, Equity, & Inclusion (*[*https://www.wittenberg.edu/administration/president/statement-diversity-equity-and-inclusion*](https://www.wittenberg.edu/administration/president/statement-diversity-equity-and-inclusion)*).*

**D1. Professional Scholarship and Activities**

*Instructions: Use this area for providing faculty scholarship updates (i.e., books, articles, chapters, reviews, conference presentations, grant proposals and awards, etc.) and professional activities (i.e., artistic performance, exhibition or presentations, invited lectures, leadership in professional organizations, proposed or received grants, other external professional work, etc.). Ensure updated CVs are forwarded to the Provost’s Office.*

**D2. Administrative Services**

*Instructions: Describe the administrative services the program provides to the University, (i.e., director of general education, sustainability, etc.)?*

**E1. Program Learning Outcomes Assessment**

*Outcomes: List your program’s student learning outcomes. Statements take the form “Students will be able to…” Ensure each learning outcome is measurable.*

*Alignment: Provide a curriculum map showing in which courses student learning outcomes are taught and assessed. Additionally, identify the course in which students complete a culminating reflection experience as a graded component, and the two courses within the program that satisfy the Connections Curriculum requirement of discipline-specific writing. (LO2 rubric can be used as a guide to assess writing in discipline specific courses.)*

*Methods: Identify and describe how the direct assessment methods measure each student learning outcome in the courses, may also include any indirect methods the program area is using.*

1. *Results: Provide the results of your assessment and describe in detail those results for each student learning outcome. Explain how the results compare to your expectations/targets or benchmarks for student performance on these outcomes. Please be specific.*
2. *Actions Taken: Based on the results of the assessment, explain what actions have been taken or are to be taken to improve student learning. Provide specific examples, such as changes in curriculum assessment, course learning culture, pedagogy, and instruction.*

**E2. Contributions to Learning**

*Instructions: Describe the extent to which the program contributes to student learning outside of the classroom in service learning, student organizations, programming, and other activities.*

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| **F. This Year’s Action Plan** |

*Instructions: After reflecting on your action plan progress from last year, the results of outcomes assessment, and the program metrics, identify the action plan items (i.e., activities, goals, projects, tasks) you intend to accomplish in the coming year. (Typically, three to five items is a realistic number for an action plan.) Please provide a timeframe for the specific activities to be undertaken.*

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| **G. Action Plan Budget and Resource Implications** |

*Instructions: If additional resources are needed to achieve the above action plan, please describe the projected or required personnel, facilities, equipment, supplies, technology, and/or other capital needs.*

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| **H. Follow-Up/Unresolved Issues** |

*Instructions: What additional information about your program beyond the scope of this report or action plan are important to address?*

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| **I. Program Metrics** |

*Provided by Institutional Research. Include any additional metrics as necessary.*