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**Academic Departments and Programs
Annual Report**

**Department / Program: (insert here)
Current Academic Year: 20XX-20XX**[**Next Self-Study**](https://www.qc.cuny.edu/provost/wp-content/uploads/sites/42/2024/03/APRCycle.pdf) **Year: 20XX-20XX**

**Attach to this report:** **Appendix A.** Annual assessment documents.
**Appendix B.** Curricular changes approved this year with justifications.

Expand the boxes as necessary to fully answer the prompts.

**Summary**
Summarize the past academic year. (Refer to attachments as necessary.)

* Include a summary of major changes that have occurred in your department / program.
* Discuss changes in your faculty and student composition.
* Highlight significant accomplishments from the past year.

*It is encouraged that you read through the* [*Self-Study Report guidance*](https://www.qc.cuny.edu/provost/self-study-guidance/) *to see the topics that are addressed in a Departmental Self-Study Report. If you have updates related to any of those topics, mention them.*

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| *(Add narrative here)* |

**Resource Allocation**

How have you allocated your resources in the past year? In particular:

* Discuss the distribution of administrative reassigned time and its outcomes.
* Discuss any major departmental inflow or outflow of financial resources.
* If you have found any creative solutions that you would recommend to your colleagues in other departments and programs, please share these as well.

*Remember that the concept of “resources” is wide-ranging, incorporating human resources, financial resources, and space resources.*

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| *(Add narrative here)* |

**Progress toward initiatives and strategic goals**

In the following chart, list all initiatives from last year’s annual report, initiatives you started this year, and any longer-term strategic goals your department has developed. For each initiative or strategic goal, indicate its status (not yet started, in progress, completed, modified, or no longer pursuing) and provide a short narrative about this status. Provide data and evidence as you see fit.

*Delete the example rows from this chart and add additional rows as you see fit.*

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| --- | --- | --- |
| **Initiatives / Strategic Goals** | **Status** | **Evidence/Explanation of Status**  |
| **Example:** Revise or sunset graduate program in YYYY.  | In progress | The YYYY program was discontinued in 2023. Currently, there are still x students in the program with an expected completion date of May 2026. All students must complete course XXXX397 and XXXX398 in Fall 2025, which can both be taught by X faculty member. The remaining course, XXXX399 will be taught by Y faculty member in Spring 2026. |
| **Example:** Replace student portfolios with capstone projects as the program’s culminating experience and cumulative assessment method. | Not yet started | We updated our student learning outcomes and curriculum maps in 2023-2024. The department will begin to discuss the content of the capstone project and the logistics of implementation in 2025-2026. The department aims to launch the capstone project in 2026-2027.  |
| **Initiative 1.**  |  |  |
| **Initiative 2.**  |  |  |
| **Initiative 3.** |  |  |
| **Strategic Goal 1.** |  |  |
|   |  |  |

If you have any additional comments you wish to add about your progress towards initiatives and strategic goals, add them here.

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| *(Add narrative here)* |

**Planning and resource requests**

Reflect on your progress towards your initiatives and strategic goals, lessons learned from assessment activities, and recent curricular changes. Use this reflection to create a list of actions to be taken in the upcoming year.

For each action, indicate its alignment with your strategic goals and/or the Queens College Strategic Plan, the anticipated costs to complete, and who will be responsible for completion.

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| **Action** | **Alignment with Strategic Goal and/or Strategic Plan** | **Anticipated Costs** | **Responsible Parties** |
| **Example.** Recruit prospective students in our largest feeder high schools. | Building a pipeline of prospective students aligns with QC Strategic Plan Goal 2a. | Brochure Printing ~ $1000 | Chair and Dept P&B |
| **Example.** Develop capstone project guidelines and gain departmental approval. | This is the next action towards Strategic Goal 2.  | No anticipated costs | Curriculum Committee |
| **Action 1.** |   |  |  |
| **Action 2.** |   |  |  |
| **Action 3.** |   |  |  |
| **Action 4.** |   |  |  |
|   |   |  |  |

If you are requesting additional Queens College funding for these actions, describe your funding request in detail here.

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| *(Add narrative here)* |

**Comments**

Please use this space to share anything else about your department or program that you would like to share.

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| *(Add narrative here)* |