**DEPARTMENT OR PROGRAM ANNUAL REPORT**

*By the first Monday in July, please submit your report (no more than three pages) electronically to the Provost’s office at doc@stolaf.edu, as well as to your associate dean, using the guidelines below to structure your report. To assist you in preparing your report, staff in Institutional Research and Effectiveness and the Office of the Registrar have prepared a series of data reports with information specific to each academic department/program, available in the shared drive at this location:*

S:\Academic Division Reports\1 Standard Reports for Annual Reports and Program Review\2016-17 Reports

*If you have any difficulty accessing or interpreting any of your department/program’s data, please contact Susan Canon, Director of Institutional Research and Effectiveness (canon@stolaf.edu).*

1) **Teaching and learning.** Describe any changes in course offerings, instructional practices, requirements for the major or concentration, initiatives to support diversity or inclusion, etc., that were implemented this year as well as any changes that are planned or are under consideration, and the rationale for these changes. Where appropriate, please cite relevant assessment evidence as part of the rationale.

2) **Accomplishments, opportunities, and challenges.** Provide a list of significant department/program accomplishments, events, changes, and problems or concerns (e.g., noteworthy changes in enrollment patterns) as well as reflections on future opportunities and challenges. If appropriate, include comments about staffing changes that have occurred or are anticipated.

3) **College.** Any ideas, constructive suggestions, or expressions of concern about the work of the college are welcome.