



Annual Report Process in Full Swing

The Annual Report Process for 2007-08 is currently underway. Cabinet members have received a memo documenting the process and are in the process of getting the word out to all departments.

The Annual Report process includes an opportunity to reflect on progress made toward this years goals, provide information on assessment measures and results, restate goals for 2008-09 that have already been developed, and submit goals for 2009-10 and the budget requests that will be needed to make those plans a reality. The focus on planning for the 2009-10 year is also one of the ways to more closely join the planning process with the budgeting process. That is, departments are asked to submit the plans for 2009-10 and at the same time develop the budget requests that match those plans.

Academic Department Annual Reports are due to the Dean on **June 15, 2008**; Deans and administrative department Annual Reports are due to the Provost/Vice President on **July 15, 2008**. For more key dates, please refer to the Annual Planning and Budgeting Cycle at <http://www.sju.edu/planning>. Below is the format for the Annual Report with links to the forms on the website for completing budget requests.

Annual Report Outline

- I. Progress toward goals for 2007-08**
- II. Re-State/finalize goals for 08-09**
- III. Draft plans for 2009-10**
- IV. Develop FY10 Budget requests**

For further information and related forms, please go to www.sju.edu/planning and www.sju.edu/financial_affairs

Men and Women For Others

For the past two years, we have contacted the campus community in an effort to collect information regarding service events and activities. The information gathered has been used to support a variety of reporting needs. For example, SJU was able to use this information as part of an award application that resulted in SJU being named to the 2007 Presidents Higher Education Community Service Honor Roll. The compiled information for 2006-07 is posted on the Institutional Research website:

<https://www.sju.edu/ir/documents/SJUCommunityServiceTrackingLog2006-07.pdf>

We are currently in the process of collecting information for the 2007-08 academic year. If you would like to send us information, please click [here](#) and use the blank template provided.

2007-2008 submissions thus far include:

Administrative/Staff Council
Arrupe Center for Business Ethics
Athletics
Campus Ministry Magis Program
Career Development Center
City Avenue Residence Halls
Drexel Library
First Year Leadership Team
Graduate Business
Health Services

Immersion Programs
Management
Public Safety & EPSM Institute
Retreat Programs
Weekly Service

And a number of individual activities performed by SJU faculty and staff!



SJU Management Training Program Launches!

The SJU Management Training Program, a new initiative for Training & Organizational Development, is designed to further the University's ambitious plans to move ahead in all areas, and to provide current and future managers with skills that will allow them to lead effectively in management positions. Currently, 65 individuals are enrolled in the program representing 34 different departments and the program remains open to all administrative employees with the approval of their supervisor.

"This program brings together administrators from all divisions in the University with various levels of experience to have rich discussions about mission, diversity, planning, budgeting, performance management and change management," said Karin Botto, Manager of Training and Organizational Development.

The inspiration for this project came from several sources. Strong participation in training courses related to management indicated a need to bring managers together for a focus group to determine what additional learning they would find beneficial to their work. In addition, Cabinet was surveyed and other institutions of higher education and businesses with management training programs were assessed. Several faculty members were interviewed for their input as well. Finally, *Plan 2010* was reviewed for identification of specific skills employees would need to accomplish this and future plans for the University.

Among the workshops being offered are Providing Performance Feedback that Works, Change Management, Planning Budgeting at SJU, Managing for Mission, Managing a Diverse Workforce, and Legal Considerations for Managers. "For managers to be successful at SJU, it is important that they are dedicated to our mission, have strong interpersonal skills, adapt well to change, be good communicators, and be proponents for diversity," said Botto.

Individuals can enroll at any time by filling out an application via the website <http://www.sju.edu/resources/training/managementtraining.html> . After enrolling, participants can register for the workshops that best fit their schedule.

Upcoming Management Training Program workshops include:

Managing a Diverse Workforce
June 2, 2008

Legal Considerations for Managers
July 7, 2008

Providing Performance Feedback that Works
August 4, 2008



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