



OFFICE OF PLANNING

NEWS & NOTES

Summer 2009

ANNUAL REPORT PROCESS

The Annual Report Process for 2008-09 is currently underway. Cabinet members have received a memo documenting the process and will inform all departments. The Annual Report is a three-part report that includes an opportunity to reflect on progress made toward this year's goals, provide information on assessment measures and results, restate goals for 2009-10 that have already been developed, and submit goals for 2010-11 and the requests to reallocate funds needed to make those plans a reality. The focus on planning for the 2010-11 year is more complex this year than in the past, as we are nearing the completion of *Plan 2010* with some goals remaining, and at the same time need to continue to limit new costs going forward.

Academic department Annual Reports are due to the Dean on **June 30, 2009**; Deans and administrative department Annual Reports are due to the Vice President and to the Office of Planning on **July 15, 2009**. Below is the format for the Annual Report with links to the appropriate forms on the website.

Annual Report Outline

- I. Progress toward goals for 2008-09**
- II. Re-State/finalize goals for 2009-10***
- III. Draft plans for 2010-11* and FY11 Budget Reallocation Requests**

*Assemble these plans in the template format for ease of reporting. The grid template is available online at www.sju.edu/planning.

New this year: When developing goals for years 2009-10 and 2010-11 each department is asked to should review the University's *Diversity Strategic Plan* and articulate an appropriate departmental goal to link to this plan.

See reverse side for additional tips and techniques for writing your annual report!

SJU Diversity Strategic Plan 2008/09 through 2010/11

Saint Joseph's University continues to work towards establishing a more welcoming environment for those from underrepresented and marginalized groups as well as for our international students. This strategic document outlines several of the University's plans to continue and achieve its diversity goals.

Goal I: Diversity Readiness/Campus Climate and Intergroup Relations. SJU must establish programs that more fully develop the core values of community as well as to create an infrastructure that values cultural differences. Assure that policies, procedures, and programs support and encourage an inclusive and respectful environment for faculty, staff and students.

Goal II: Recruitment and Retention: Focus on renewed efforts to expand campus diversity by recruiting and retaining multi-cultural members of the SJU community (trustees, faculty, staff and students.)

Goal III: Enhance education and scholarship. Provide interdisciplinary educational experiences to prepare students to become global citizens.

Goal IV: Internal and external collaborations. Develop partnerships and collaborative opportunities that are designed to build capacity throughout the university and in the broader community affiliated with and served by the university.

Click here to download a pdf of the Diversity Strategic Plan:
<http://www.sju.edu/about/diversity/files/strategicplan.pdf>



ANNOUNCEMENT

Middle States Periodic Review Report

As part of the regular accreditation cycle of the Middle States Commission on Higher Education (MSCHE), Saint Joseph's University underwent an extensive self-study and peer review visit in 2003-04. The next step in the cycle is a substantive mid-term report, which occurs at the five-year mark in the process, and was due to MSCHE June 1, 2009.

A Steering Committee, with John McCall serving as the Chairperson, was appointed in January 2008 to oversee the process for developing this comprehensive Periodic Review Report. As required by Middle States, the PRR includes the following sections: 1) the university's response to recommendations received in 2004 (which concerned assessment), 2) reflections on current challenges and opportunities, 3) a review of the university's enrollment and financial situation and 4) information on our planning and budgeting process.

The Periodic Review Report is available on the Office of Planning website:

www.sju.edu/planning/documents/MiddleStatesPRRFinal052709.pdf

ANNUAL REPORT PROCESS (continued)

Tips on Annual Reports submission:

As departmental goals are linked to strategic plan goals it makes sense that annual reports would be the best way to capture activities related to *Plan 2010*. The following are just a few tips that may help as you are compiling your annual reports:

- ◆ Toot your horn about accomplishments! Don't be modest!
- ◆ Be specific; You are close to your program, event, activity but not everyone else on campus is, so provide details.
- ◆ Include numbers where possible.
- ◆ Document linkages to the goals in *Plan 2010*. Be direct!
- ◆ Feel free to attach previously written summaries. (Cut and pasting is encouraged.)
- ◆ Although preference is for the use of the Planning, Assessment and Budgeting Grid, submitting information in narrative form from already existing documents is acceptable.

If you don't tell us about your successes in the annual report, we might not know about them to include in the *Benchmarks of Progress*.



Upcoming Workshops

**Legal Considerations
for Managers***
July 23

**Providing Performance
Feedback that Works***
August 20

*these workshops are part of the SJU Management Training Program

SJU Management Training Program

For more information or to apply to the program, click on: [SJU Management Training Program](#),

To register for a workshop:

- Log into **MySJU** (<https://my.sju.edu/cp/home/login/>)
- Click on the **School Services Tab**
- Under Employee Services, click on *Enroll for Employee Training*
- Under Class Type, select *Training & Development*
- Under Subject, select *Management Training Program*
- Under course, select the desired course
- Click **Search** and register