



TO: President's Cabinet Members and Administrative Department Heads
FROM: Kathleen D. Gaval, Ed.D., Vice President for Planning
DATE: May 25, 2011
RE: Annual Report Process 2010-11

The Annual Report that we typically complete at the end of the academic year is being expanded slightly so that the annual plans for 2011-12 are situated within a three-year plan, rather than the two years that we have developed in the past. This is to align plans and goals with the three-year financial plan developed in support of *Plan 2020*. The impact of future plans, and the resources required to achieve them, will then be able to be fully considered as future rolling three-year financial plans are developed.

The Annual Report is a three-part report that assesses the progress made and identifies next plans. First, it is an opportunity to reflect on **progress made this year toward 2010-11 goals**, provide information on assessment measures and results; 2), **submit the annual plan for 2011-12** that was preliminarily developed in the annual report submission last year, and 3) **draft initial plans for 2012-13 and 2013-14**. Just a reminder that the focus of division and departmental plans is both strategic and operational. Please link your annual plans and goals to *Plan 2020*, existing division/departmental plans, Program Review documents, and new projects that have been developing this year. *Plan 2020* can be found on the website: https://www.sju.edu/resources/planning/secure/ipc/documents/Plan_2020_Final_10-19-2010.pdf

Academic Department Annual Reports are due to the Dean on **June 15, 2011**; Deans and administrative department Annual Reports are due to the divisional Vice President and the Office of Planning on **July 15, 2011**. Below is the format for the Annual Report. If you prefer to use the planning grid template, it is attached.

Annual Report Outline:

- I. Progress toward goals for 2010-11.** Using your plans for 2010-11, provide the following:
 - a. Progress/Accomplishments toward goals set for 2010-11
 - b. Assessment measures, results, changes/action plans
- II. Submit departmental plan for 2011-12.** The plan should contain both strategic and operating goals for your area for 2011-12.
- III. Draft initial departmental plans for 2012-13 and 2013-14.**

REMINDER: When developing plans for years 2011-12, 2012-13 and 2013-14 each department is asked to review the University's *Diversity Strategic Plan* and help implement it by including an appropriate departmental goal in support of diversity. <http://www.sju.edu/about/diversity/files/strategicplan.pdf>

The process for FY13 budget reallocations and requests will be discussed in the fall.

If you have any questions, or if we can provide assistance as you complete the Annual Reports, please contact Kathy Gaval (kgaval@sju.edu) or Dawn Burdsall (dburdsal@sju.edu).