Texas A&M University-Corpus Christi
Guidelines for 2007-08 Academic Program and College Annual Reports
Due Date: December 12, 2008

The annual report is a valuable part of our assessment efforts at TAMU-CC. The annual report for a program should be based upon all data entered for the year into WEAVEonline so it is essential that the findings, analysis, and action plan portion of your assessment plan are completed prior to the due date for the annual report. The annual report for a College should take into consideration the performance and annual reports of the programs within it as well as the strategic plan for the College and the University. Below are guidelines for completing the several sections of the annual report for your program or College. We ask that whenever possible you avoid duplicating information in different sections of the report.

WEAVEonline provides text boxes for each section’s data entry. You may type the information directly into the section text boxes or you can copy information from other sources and paste it into the text box. The amount of information that can go into a single text box is quite large, but we hope that you will limit each section below to no more than two pages. Usually a few paragraphs will suffice for each section, and we encourage the use of bullets when listing items.

1. **Executive Summary** – This section should reflect on the program or College’s important contributions, activities, or challenges during the year. The executive summary should be concise and include only the most important information an outside audience should know about the program/College.

2. **Contributions to the Institution** – This section should focus on the University’s 10 strategic planning elements as listed within WEAVE. Briefly indicate how the program or College contributed to the success of these elements where appropriate:
   (1) Provide excellent academic programs & instruction;
   (2) Achieve targeted national prominence;
   (3) Promote lifelong learning and global citizenship;
   (4) Provide a supportive and safe campus environment;
   (5) Increase research and creative activity;
   (6) Commitment to student diversity and quality;
   (7) Commitment to faculty & staff diversity & quality;
   (8) Build & sustain mutually supportive relationships;
   (9) Expand University impact and stature;
   (10) Manage resources efficiently and effectively

3. **Highlights** – In this section list the most important highlights over the past year from your program or College. You may list in this section awards or other recognitions received, any reaccreditation visits and their outcomes, program reviews undertaken or completed, new faculty or staff hires, outstanding research published, conferences hosted, projects begun or completed, etc.

4. **Teaching activities** – You may use this section to list the following types of information as it pertains to your program or College: (1) numbers of students graduated; (2) number
of students in each major; (3) major changes to curricula and new programs added; (4) teaching collaborations; (5) course evaluation results; (6) student engagement activities; (7) faculty development undertaken.

5. **Research and scholarly activities** - List here the publications, conference presentations, other scholarly activities, all creative activities including shows, juried, and performances, etc. that occurred during the year.

6. **Public/community service** – Use this section to report any collaborations undertaken during the past year between your program/College and the community. These community collaborations can be defined as partnerships with the local community, the Coastal Bend area, the state of Texas, a region, the nation, or any global partnerships that encourage mutually beneficial exchange. This section is not used to record faculty or staff participation on university committees.

7. **International activities** – List any activities that were completed during the year that involved partnerships or collaborations, individual or group experiences, education, programs, lectures, or scholarly conference presentations with an international focus that were organized either on campus, off-campus in the US, or abroad.

8. **Challenges** – In this section, list the major challenges facing your program or College in the next few years.