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**Departmental/Program End-of-Year Report Narrative**

**(Due June 15th)**

Department/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year 20\_\_\_\_ to 20\_\_\_\_

1. Mission statement (As it appears in the most recent 5-year plan or as modified)
2. Department/Program’s Five-Year Goals):

\_ Are on file in the department/program’s office

\_ Are on file in the office of my dean

\_ Are attached electronically to this report

\_ A photocopy of the current Five-Year Goals has been sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAST YEAR**

1. Chair/Program’s narrative overview (This section provides an opportunity to supply a context for the department’s past year, mentioning any special circumstances that could have impacted its productivity).
2. Department/Program’s specific objectives/strategies, including those from the 5-year plan for the past year (include action steps taken to implement objectives)
3. Department/Program’s outcomes for objectives/strategies for the past year (include description of how action steps were assessed)
4. Proposed changes or revisions as a result of outcomes from past year (how have outcomes informed provisional plans for the upcoming year?)

NEXT YEAR

1. Department/Program objectives and priorities for next year
2. Specific plans to meet objectives and priorities for next year

Department chairs and program directors should check with their dean/supervisor to see if there are additional school/college requirements for this report.