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**Division of Academic Affairs**

**Annual Department Update Instructions**

***2015/2016 Academic Year***

***Due May 20, 2016***

1. Please describe any changes made to the department during the academic year.
2. Please review the Fall 2015 Data Scoops. How do the enrollment changes affect the course offerings in your area?
3. Were course offerings in your department effective this year? Were the online and off campus offerings sufficient?
4. Please describe accomplishments achieved during the academic year.
5. Describe your department meetings. What have been some recurring themes? Have you worked with other departments? How so?
6. Please describe any challenges that occurred during the academic year.
7. How did your department assess course outcomes this year?
8. Give at a minimum one example of how you used the results of your department course assessment and the actions that you have taken to improve student attainment of department outcomes.
9. What are your supply/equipment or personnel needs for the 2016/2017 academic year?
10. Please list goals for your program for the 2016/2017 academic year?