COMMITTEE ON ACADEMIC PLANNING AND REVIEW
ANNUAL PROGRAM REPORT INSTRUCTIONS

With the approval of 12-13 CAPR 5, Annual Program Reports are now due at the end of the Spring Quarter each year. The following instructions are to be used for the compilation of an Annual Program Report, which should be completed by using this template.

1. SELF-STUDY (about 1 page)

A. Five-year Review Planning Goals
Present your Planning Goals from your last 5-Year Plan, indicating changes and updates from last year’s report.

B. Five-year Review Planning Goals Progress
Report on progress toward achievement of your 5-Year Plan.

C. Program Changes and Needs
Report on changes and emerging needs with relation to a) curriculum and b) resources (including faculty, staff, space, equipment).

2. SUMMARY OF ASSESSMENT (about 1 page)

A. Program Student Learning Outcomes
Please list all outcomes in the box below, and append a curriculum map showing alignment of the Program Student Learning Outcomes and CSUEB Institutional Learning Outcomes.

B. Program Student Learning Outcome(s) Assessed

C. Summary of Assessment Process
Summarize your assessment process, including description of assessment instrument(s) and procedures used to assess Program Student Learning Outcome(s) and sampling strategies.

D. Summary of Assessment Results
Summarize assessment results, with interpretations of the most significant findings and recommendations for program improvements (e.g., changes in course content, course sequence, student advising). What are your assessment plans for the coming year, including revisions to the program's assessment process (e.g. add direct assessment, expand sample of student participants in indirect assessment)?
3. STATISTICAL DATA

Institutional Research, Analysis and Decision Support (IRAD) produces program statistics annually in standard format. These statistics (available on their page [here](#)) will be attached to the Annual Report of the Program Unit. This statistical document is expected to be approximately one page long and will contain the same data as required for the five-year review including student demographics of majors, student level of majors (e.g. Juniors, Seniors), faculty and academic allocation, and course data.

The Annual Report may include one or two pages of supplemental information, as appendices, in the form of graphical presentation (e.g., line graphs), tables, and pertinent discussion which summarize the data of the last several (3-5) years to make changes and trends more apparent.