



Office of the Provost  
Academic Affairs  
11000 University Parkway  
Pensacola, FL 32514-5750

**MEMORANDUM**

May 21, 2009

TO: Academic Department/Division Chairs/Directors  
Deans  
Academic Affairs Associate Vice Presidents

FROM: Chula King, *Chula King*  
Provost and Vice President for Academic Affairs

SUBJECT: Request for 2008-2009 Annual Reports

Thank you for your diligence in carrying out goals, activities, assessments, and improvements related to your programs and services in Academic Affairs. This work provides the basis for the annual reports submitted each year. Your efforts to build on the past and raise the bar for the future are appreciated.

This year's annual report due dates are as shown below to allow time needed to collect, analyze, and summarize information:

- Academic departments/divisions: Tuesday, June 30
- Colleges and other units: Tuesday, July 14
- Division of Academic Affairs: Tuesday, July 28

The annual report templates for Academic Affairs are structured for efficient reporting of vital information.

- All information is to be entered into the appropriate templates. The use of templates allows you to provide as much narrative as desired and at the same time minimizes the possibility of gaps in critical information. We cannot afford such gaps given the need for information for SACS and other reporting.
- All templates, whether for academic programs or educational, administrative, or student support services, now include rows and/or columns in which it will be necessary to indicate assessments conducted, assessment results, and use of assessment results in decision making for continuous improvement.

Please contact Claudia Stanny, Director of CUTLA (Center for University Teaching Learning, and Assessment), [cstanny@uwf.edu](mailto:cstanny@uwf.edu), if you have questions about reporting on assessment related to Academic Learning Compacts (ALCs) for undergraduate programs, Academic Foundation Plans (AFPs) for general education, or Academic Learning Plans (ALPs) for graduate programs.

For other questions about the annual reports, please contact Carl Backman, Assistant to the Provost, at [cbackman@uwf.edu](mailto:cbackman@uwf.edu).

For easy reference, the annual report request and templates are posted on the Academic Affairs website <http://uwf.edu/academic/policies/annualreports/annualreports.cfm>.

Cc: Carl Backman, Assistant to the Provost  
Claudia Stanny, Director of CUTLA