

ENROLLMENT AND STUDENT SERVICES – 2022-23 ANNUAL REPORT GUIDANCE

Note: It is recommended to start with a copy of your 2021-22 annual report to use as a template for your 2022-23 report, as some report components from 2021-22 which have not been changed in the past year can simply be retained without updates for your 2022-23 report (as described below). Components which should be updated each year are indicated with an asterisk below. If you did not complete a 2021-22 annual report, start with the appropriate report template (located on both the [ESS Reporting Page](#) and the [ESS Directors Teams Site](#)).

Overview

- **Mission:** The mission statement for your department or unit (from your Strategic Plan).
 - If you have not changed your mission statement since last year's report, this component can be retained without updates (otherwise, update to reflect any changes). If you did not complete a report last year, copy/paste this component from your Strategic Plan.
- **Annual Reflections*:** A brief (2-4 paragraphs or 4-8 bullet points), high-level summary addressing accomplishments, challenges, circumstances, trends, etc. for your department or unit for the reporting year.
 - *This component should be updated each year.

Performance

- **Goals/Goal Assessment Measures & Targets:** The goals and corresponding assessment measures and targets for your department or unit (from your Strategic Plan or Assessment Plan).
 - If you have not changed these components since last year's report, these components can be retained without updates (otherwise, update to reflect any changes). If you did not complete a report last year, copy/paste these components from your Strategic Plan or Assessment Plan.
- **Annual Assessment Outcomes*:** The annual outcomes for each assessment measure for the reporting year.
 - *This component should be updated each year.

Development

- **Strategic Priorities*:** Strategic Priorities are additional actions or initiatives (beyond ongoing/long-term goals and strategies) identified through assessment or research as necessary to support the dept/unit mission in the coming year.
 - *This component should be updated each year, although ongoing strategic priorities may carry over from the reporting year into the coming year.
 - Supporting evidence for strategic priorities can be action items (from the CAS self-study process), assessment results (from continuous assessment measures), or other supporting evidence from alternative data sources.
 - Division or institutional initiatives which inform strategic priorities may also be cited for supporting evidence.
 - Dept-level strategic priorities may also be included in unit-level reports for the purposes of highlighting at the unit level
- **Collaborations*:** Bullet points to describe new and/or expanded relationships across departments/units for the reporting year.
 - *This component should be updated each year.
- **Access/Diversity/Equity/Inclusion*:** Bullet points to describe new and/or expanded efforts to support ADEI for the reporting year.
 - *This component should be updated each year.
- **Professional Development*:** Bullet points to describe new and/or noteworthy staff development for the reporting year.
 - *This component should be updated each year.

Resources (unit-level only)

- **Budget Challenges***: Indicate Y/N, provide brief summary
 - *This component should be updated each year.
- **Staffing Challenges***: Indicate Y/N, provide brief summary
 - *This component should be updated each year.

Reminders

- **No need for lengthy responses**: Bullet points and/or short, to-the-point paragraphs are preferred! Keep it simple. If more details are required at a later date, you will receive a follow-up request.
- **No need to create new content**: If you lack current content for a report component, simply indicate this with a note in the report – there is no need to produce new content just for the purposes of report (aside from “Annual Reflections” and “Other,” if applicable).
- **Remember the purpose**: The purpose of these annual reports is to provide division leadership with a brief overview of the key work of your department/unit over the past year, for including in division-level reports and resource requests. Department-level reports will be available internally to director-level staff for reference but will not be distributed externally. Unit-level reports will be available internally to senior administrative staff for reference but will not be distributed externally.

Submission

- Update previous year’s report or complete [Department](#) or [Unit](#) template and upload to ESS Directors Teams site
 - Departments to General > Strategic Planning > Reporting > [2022-23 Department Annual Reports](#)
 - Units to SALT > Strategic Planning > Reporting > [2022-23 Unit Annual Reports](#)

Questions? Contact Matt Bryant at matt.bryant@wwu.edu or x2982