

Virginia Commonwealth University
Guidelines for 2006-2007 School and College Annual Reports
Monroe Park Campus and MCV Campus reports need to be completed by
August 1, 2007

The annual report is a key element for following quality enhancement efforts at Virginia Commonwealth University.

Please enter all data for this annual report in WEAVEonline by the due date. No hard-copy submission is necessary, although it is advisable to formulate and retain your responses in Word or another word processing application. WEAVEonline now includes a feature that reliably retains formatting from a pasted Word document or permits formatting within the application itself.

The WEAVEonline[®] URL is www.weaveonline.net/subscriber/vcu . You can log on using your VCU EID.

Part I: SCHOOL/COLLEGE components of the annual report:

Enter the requested information into the WEAVEonline Annual Reporting section for your School/College dean's office for 2006-2007. Whenever possible, avoid duplication among sections of the report.

1. ***Executive Summary*** – Enter a three- or four-page narrative that reflects on the School's or College's most important progress/activities/accomplishments/challenges etc. for the year. This section will be used in the annual report to the President and Board of Visitors and thus should be written succinctly and include only the most important information you feel should be communicated.
2. ***School/College contributions to the Institution*** – Focus on the VCU 2020 Strategic Plan or the unit's 2006-07 Outcomes/Objectives and list in bullet form the Strategic Plan initiatives and/or Outcomes/Objectives, and briefly indicate how the School/College contributed to the success of these initiatives. (If you ask your programs to mark all Outcomes/Objectives related to these areas, you can run WEAVEonline reports that show the relationships your programs marked).
3. ***Highlights*** – List in bullet form, in no more than 3 pages, and in descending priority order, the most important highlights for the School/College. Please include in this section a list of new faculty hires and comment on your most strategic hires.
4. ***Teaching activities*** – List in bullet form: (The Center for Institutional Effectiveness will provide each School/College with the information for the first two items).
 1. numbers of students graduated
 2. number of students in each major
 3. grants awarded related to teaching
 4. major curricula changes
 5. new programs/certificates
 6. technology changes in classrooms
 7. textbook publications/contributions
 8. teaching and program collaborations
 9. retention efforts and documented successes
 10. service-learning courses (courses designated as service-learning on the schedule of classes and approved by UUC) or community-based learning courses (both undergraduate and graduate courses that have community-based learning activities (e.g., community-based

research, court study, patient/doctor observation, etc) integrated into the course but without the designation of service learning).

11. student engagement initiatives
12. faculty development activities

5. **Research and scholarly activities** – List in bullet form research and scholarly activities that have been completed this year and those that have been initiated this year. Limit to four pages.
6. **Public/community service** – VCU is now one of a few universities with the Carnegie designation of Community Engagement. This section of the annual report focuses on Community Engagement as defined by Carnegie

Community engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity (Carnegie, 2006). Using this definition,

- List partnerships that have been developed in response to a community need. Provide a very brief description of each partnership's purpose, community partners, and faculty involved, number of students involved, funding source, and impact the partnership had on the community and VCU.
- List services and resources that your faculty, students or program provides for the community that are not courses (e.g., library services, cultural or athletic offerings, consultations, student organization activities, etc).

If you have questions about this section of the report, contact Cathy Howard (choward@vcu.edu).

7. **International activities** – List in bullet form international activities that have been completed this year and those that have been initiated this year, using this definition:

International Activities, both on campus and abroad, are endeavors in the areas of teaching, research, and service that further enhance the global education, experience, and/or development of VCU students, faculty, and programs. List your activities and contributions under the headings of: (1) VCU's 15 international partnership universities or unit's specific international collaborative agreements and (2) any other endeavors outside the framework of international collaborative partnerships/relationships, such as VCU's Education Abroad Programs, student placements/internships overseas, programs, lectures, and activities with an international focus organized (a) on campus, (b) off-campus in the US, or (c) abroad. [For further clarification, contact Peter Kirkpatrick -- peter.kirkpatrick@vcu.edu] and also see the list below of VCU's International Partnership Universities].

8. **Challenges** – List in bullet form, in no more than a half page, the major challenges faced by your school/college.

Outcomes/Objectives for next year – List School/College priorities and intentions for the coming year in your 2007-2008 Outcomes/Objectives. On the WEAVEonline Home page, select 2007-2008, then enter/edit information in the dean's office Outcomes/Objectives section.

List of International Partnership Universities

- All India Institute of Medical Sciences
- Beijing Foreign Studies University
- Curtin University of Technology
- Fudan University
- India Institute of Technology

- Oxford University
- St. Petersburg State University
- University of College Dublin
- University of Cordoba
- University of Guadalajara
- University of KwaZulu-Natal
- University of Messina
- University of Sao Paolo
- University of the West of England
- VCU Qatar

FOR ACADEMIC UNITS ONLY

Part II- PROGRAM-LEVEL components of the annual report (Please note: if you represent a non-academic, administrative unit, you do not need to complete this section.)

In addition to completing its program-level Annual Reporting section, each academic program should enter requested information in these other WEAVEonline sections:

- a. ***Proven strengths and progress on outcomes/objectives*** – This reflection on program assessment findings should be included in the ANALYSIS section of WEAVEonline. Here an academic program reports what assessment evidence confirms about the program's proven strengths and progress on outcomes/objectives.
- b. ***Learning outcomes actions finished*** – This section, which is not a separate module in WEAVEonline, focuses on the actions taken in 2006-2007 by an academic program to improve student learning in any areas formerly identified as needing attention. This information is reported through the TRACKING section of WEAVEonline. A program can add explanatory comments as well as mark an action finished.
- c. ***Outcomes/objectives for next year*** – A program enters or modifies priorities and intentions for the coming year as 2007-2008 outcomes/objectives. On the WEAVEonline Home page, a program selects 2007-2008 and then enters or edits information in its 2006-2007 Outcomes/Objectives section.