

Memorandum

To: Budget Managers
From: Ronald M. Zaccari, President
RE: Reporting Procedure for Annual Report
Date: May 21, 2008

Congratulations on the close of an outstanding year at VSU! Once again, it is time to turn our thoughts toward the President's *Annual Report of Institutional Progress*. I am pleased to announce there have been a number of changes to the *Annual Report of Institutional Progress*, which allows VSU to better capture and share our activities throughout the 2007-2008 year in a more efficient manner.

The changes are a result of three items:

- 1) Your comments and suggestions during the creation of last year's report,
- 2) The University System of Georgia has changed the composition of the *Annual Report*, and
- 3) Addition of elements to the Strategic Planning Data Base (SPDB) so that goals and progress updates do not need to be reported in multiple locations.

The lengthy *Annual Report* template used in previous years will no longer be used to collect departmental information. Currently, modifications are being made to the SPDB so that each person that has access to the SPDB can instead easily select the goals and accomplishments to be included in the *Annual Report of Institutional Progress*. While the modifications to the SPDB will be complete in early July, each College and department can begin working on the content for their *Annual Report* by:

- Reviewing (and updating – if applicable) your department's existing goals for FY2008 in the SPDB.
- Adding any goals that should be included.
- Providing a progress report update for each goal.

Your departmental goals and progress updates from the SPDB will be used when Strategic Research & Analysis creates VSU's *Annual Report of Institutional Progress*, which is sent to the Chancellor and Board of Regents. Additionally, the information you submit will be used to communicate with our many constituents about the special programs, activities, events, and recognitions that VSU has experienced throughout the past year.

Each Dean and Vice President will have an opportunity to review the information that their departments submit for the *Annual Report of Institutional Progress* prior to the final deadline of September 1.

Dr. Kristina Cragg will be coordinating the content of the *Annual Report of Institutional Progress* and will be in contact with additional information in mid-June. Should you have any questions regarding the:

- *Annual Report of Institutional Progress* please contact Dr. Kristina Cragg at 245-6517 or kmcragg@valdosta.edu
- Strategic Planning Data Base please contact Dr. Christy CoonsYates at 245-6435 or cbcyates@valdosta.edu

Once again, thank you for your significant role in communicating this year's exceptional outcomes.

Completing Your 2007-2008 Annual Report

- Log into the Strategic Planning Database
 1. Add additional Action Plans as needed. (You can edit new action plans entered as of June 16.)
 - [All “Bragging Points” should be entered as an Action Plan (i.e., increase the number of presentations).]
 2. For each Action Plan
 - Provide a progress report update
 - Select reporting category/categories (aligns with SACS Institutional Effectiveness)
 - Educational program, to include student learning outcomes
 - Administrative Support Services
 - Educational Support Services
 - Research Activities within VSU’s Mission
 - Community/Public Service within VSU’s Mission
 3. Provide comments and suggestions for improving the Annual Report

Important Information about the Annual Report

- New format reduces duplication. Don’t forget ... you can roll your goals over from one year to the next.
- Information NOT collected in the Annual Report
 - Individual faculty/staff achievements [You may want to collect this on your own or work with SRA to collect the information in an alternate format.]
 - Academic Department Information (number of courses and students that each faculty member teaches).
 - However, some information will still be captured in the SACS Faculty and Staff Portal. [Emails forthcoming in August.]
- Due Dates
 - August 1: Supervisor Review Begins
 - September 1: SPDB lock (University’s Annual Report will begin to be generated.)
- Supervisors will have an opportunity to review the information submitted for all departments in their area before the September 1 lock date. [Report function button coming soon.]

Questions???

- About the *Annual Report of Institutional Progress*
 - Strategic Research & Analysis at 245-6517
 1. Dr. Kristina M. Cragg (Assistant to the President for Strategic Research & Analysis) kmcragg@valdosta.edu
 2. Linda Gooden (Associate Director) lgooden@valdosta.edu
 3. Angela Henderson (Data Resource Specialist) aselder@valdosta.edu
- About the Strategic Planning Data Base
 - Strategic Planning at 245-6435
 1. Dr. Christy Coons Yates (Assistant Director of Human Resources/Organizational Development and Strategic Planning) bcyates@valdosta.edu
 2. Niki Mitchell (Administrative Coordinator) numitchell@valdosta.edu