Faculty Guide to Completing the Annual Faculty Activity Report and Action Plan (AFARAP) in APL nextED

Document Purpose: To assist faculty members in completing fields in APL nextED for the Annual Faculty Activity Report and Action Plan (AFARAP).

Login to APL nextED

Login directly at http://app.aplnexted.com/login/valdosta or access the VSU Success Portal (https://successportal.valdosta.edu/), select the “Resources” tab, then select “APL nextED (replacing Digital Measures)” tile.

Enter and Revise Activities

To edit and add entries, use the left column menu → Activity → Activity Tracking

- Activity Tracking
- Teaching Exhibits / Reflections
- Activity Reports
- Report Submissions

Export and Review AFARAP

Upload AFARAP to APL Documents

Department Head Completes Annual Faculty Evaluation

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Select Add Activity

Activity Tracking For: 2019/2020

Select a type from: Activities in Support of Mission, Administrative Appointment, Advising, Awards, Board Membership, Compliance, Consulting, Dean, Goals, Grants, IP Generation, Librarian, License, Media, Other, Other Teaching/Instruction, Professional Development, Professional Organization Membership, Scholarship, Service, Student Interactions.

Definitions for these categories/types are here.

Step-by-step guide on entering scholarship and service activities.

The following is a list of Activity Types available in APL and recommendations on where to make appropriate entries:

- **Activities in Support of Mission** such as fundraising, supporting the mission statement, recruiting, student support, volunteer work, other
- **Administrative Appointment**. Vice Presidents, Department Heads, Assistant Department Heads, Deans, Academic Directors, Associate/Assistant Deans, and Associate/Assistant Provosts enter roles here (in Definitions for these categories/types are here.)
“Title of Activity” field). If you are currently in this role, leave the “End Date” field blank. Program Coordinators/Area Heads should enter the role as a Service activity.

- **Advising.** Enter number of advisees (in the “# of Advisees” field) along with any innovations used in advising (in the “Description” field). **Do not enter mentoring here.**
- **Awards.** Indicate if the award or honor was for leadership, research, service, teaching, other.
- **Board Membership.** Officer on a professional or civic board related to your professional position.
- **Compliance.** We are not using this activity type at this time.
- **Consulting.** Enter title and type. If you are currently engaged in a consulting role, leave the “End Date” field blank. Make sure to note if this is pro-bono or fee-based consulting.
- **Dean.** Department heads, deans, and academic directors should make three entries containing their annual accomplishments for Administrative Activities, Leadership Activities, and Advising/Mentoring Activities (see **end of this document for supplemental prompts**).
- **Goals.** Faculty will enter their teaching/instruction, scholarship, and service goals here. Department heads, deans, and academic directors will enter their advising/mentoring, leadership, and administrative goals here as well (see **Entering Goals section in this document**). **Step-by-step handout on entering goals, reflections, and peer reviews.**
- **Grants** such as contracts, fellowships, grants (commercial, discipline, institution, local), and sponsored research.
- **Intellectual Property Generation** such as copyright, patent, trademark
- **Librarians** will add items such as course related instruction, accomplishments, other **Step-by-step handout on entering librarian activities.**
- **License** such as commercial, occupational, other
- **Media** such as radio, tv, or podcast interviews, editorials, other
- **Other** such as narratives. **Do not enter your course reflections here.**
- **Other Teaching/Instruction** such as coaching/mentoring, evaluation/review, independent study, non-credit, writing reference/recommendations, supervising research and scholarship, supervising experiential learning, other. This would include dissertations, theses, independent studies, senior projects, internships (not assigned as course load), study abroad, continuing education, guest lecture, seminar, workshop, other. Each student does not need to be an individual record; for example, for the title of the activity, you can enter “Mentored 15 students” and in the description box, discuss further your activities and actions.
- **Professional Development** such as conference attendance, continuing education program, faculty fellowship, faculty internship, seminar, teaching circle, tutorial, workshop, webinar, other.
  Note: Once per month, we will automatically load any completed courses from the EOD Training Database to this screen in APL.
- **Professional Organization Membership**
- **Scholarship** such as book, book chapter, case study, competitive research, creative production, editorial-reviewed journal article, journal article, manual/guide, media, other, peer-reviewed creative production, peer-reviewed journal article, peer-reviewed presentation, peer-reviewed professional
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meeting, presentation, proceedings, professional standards, public policy, refereed creative production, research, review/report, textbook.

- **Service** such as committee, community, institutional, professional. This could include serving as editorial review board member, grant proposal reviewer, program coordinator, program evaluator, committee chair, committee member, faculty advisor, faculty mentor, guest speaker, new course designer, program organizer, session chair, student organization advisor, task force chair, task force member, workshop organizer, Faculty Senator, peer review activities (such as instructional, course artifact, syllabus, curriculum, research, assessment, student learning), and other.
  
  Step-by-step handout on entering goals, reflections, and peer reviews.

- **Student Interactions** such as mentoring and coaching, writing recommendation letters. Each student does not need to be an individual record; for example, for the title of the activity, you can enter “Mentored 15 students” and in the description box, discuss further your activities and actions.

  Hint: To view or revise your activities from prior years, change the Academic Year in the upper right.

  ![Academic Year: 2019 2020 Go](image)
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Add Service Activity For: 2019/2020

Enter the Name of the Committee or Title of the Activity, then select the Service subtype (Committee, Community, Institutional, Other, Professional, Student).

Important: Make sure you enter a Start Date and End Date for all service activity entries.

# of Hours and Dollars fields appear on all the activities screens by default. They are optional to complete but complete them for consulting or grants entries.

Although the header displays 2019/2020, the AFARAP will export according to start and end date.
Complete as many fields as appropriate or applicable on the “Add Scholarship Activity” screen.

**Add Scholarship Activity For: 2019/2020**

- **title of work**
- **authors and co-authors**
- **abstract**

If fully completed, change to Published/Completed
select **Profile** from the left menu, then **View Profile**

select **Teaching** tab

If you do not see any courses, make sure the current academic year is displayed in the upper right corner.

select **Reflections** next to the appropriate course

select **+Add Reflection**

To see prior Summer and Spring courses, change the academic year in upper right.
Faculty should **thoughtfully respond to the** prompts below as appropriate. You do not need to respond to every prompt for every course but do reply to Prompt #4. Check with your department head regarding length requirements. Each reflection should be its own record. If responses span multiple courses or extend out of the classroom, indicate that in your reflection narrative.

Answer for each course where it applies:

1. **[Type: Experiential/Application]** Discuss how you engaged any of the following high impact practices (HIPs) in your course(s): capstone projects, collaborative assignments and projects, learning communities, undergraduate research, diversity/global learning, ePortfolios, internships, community-based learning, and/or service learning.

2. **[Type: Course Content]** Describe any activities in your course that enhanced student learning through student contact with the community (e.g., guest speakers, outside projects, field trips, field projects, etc.) and how current community outreach activities are integrated into your teaching and/or scholarly activity. State if this was a new course preparation.

3. **[Type: Pedagogical Innovation]** Discuss how you added any pedagogical innovations in your course(s) not listed in the categories above (for example, included materials from underrepresented groups and/or fostered an inclusive environment).

Answer prompts 4-5 one time per reporting period for any course:

4. **[Type: Student Evaluations Other]** Evaluate what you have learned about your teaching effectiveness and discuss any modifications made to courses based on your Student Opinions of Instruction (SOIs), peer reviews, and/or department head evaluation.

5. **[Type: General Reflections]** By examining your course grade distribution, evaluate what you have learned, including strategies

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**RECOMMENDATION**

Compose reflections in Microsoft Word first.

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**To add reflection entries to other courses, select Teaching then Reflections**

**After clicking Save, add more reflection entries to this course by selecting Add Reflection**

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(such as the use of the Success Portal) to increase success rates while maintaining course/programmatic rigor.

Enter and Revise Goals

select Add Activity

Activity Tracking For: 2019/2020

select Goals
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Each goal will be an individual record. If you have three goals for teaching/instruction, three goals for professional growth/scholarship, and three goals for service, you will have nine records for the year (e.g., 2019). Faculty should also enter planned goals for the upcoming year (e.g., 2020), but make sure to change the Academic Year (upper right) to the next year when you enter your planned goals. Goals entered in Digital Measures converted to this screen but I recommend making all new entries for 2019 and 2020 goals.

Select a Sub Type for Teaching/Instruction, Professional Growth/Scholarship, and Service

Deans, department heads, and academic directors will enter their advising/mentoring, leadership, and administrative goals here as well.

After clicking Save, add more goal entries by selecting “Goals Activities” then “Add Goals Activity”
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Revising Goals from a Prior Year

1. Select Activity Tracking
2. Then Goals
3. Select Modify
Revising Goals from a Prior Year (continued)

Hint: To see your goals and activities from prior years, change the Academic Year in the upper right.

Academic Year: 2019 2020 Go
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Export and Review AFARAP

After entering activities, goals, and reflections, you are ready to export and review the AFARAP.

Select **Reports** from the left menu.

**Activity Exports**

Choose a date range, then click a link below to download an activity report.

**Choose A Date Range:**

- **Start Date:** 01/01/2019
- **End Date:** 12/31/2019

**Available Reports**

- **Report Name**: Annual Faculty Activity Report and Action Plan

Enter the date range for the report (such as 01/01/2019 to 12/31/2019)

Select **Download**.
Depending on your web browser’s settings, you may be prompted immediately to download the file to your computer or the report may open within the browser. If it opens within the browser, select the down arrow to download the report to your computer.

Save file to your computer

Locate the file on your desktop or in a folder

Right click on the file, then Open with, then Word.

If large adjustments are needed to the AFARAP, make those in APL and then re-export the report.

If minor adjustments are needed to the AFARAP, make those directly in the document.
Upload AFARAP to APL Documents

Select Profile from the left menu, then Documents.
select Annual Review folder from the left menu, then Upload Document

Name the document “LastName-AFARAP-2019”, click Browse..., select the file, then select Upload

Document Name: 

Black-AFARAP-2019

Document: Browse... No file selected.
Once uploaded, click the **Share** button

Enter your department head’s email address and click **Share**

Enter the email addresses for whom the document should be shared with (Comma Separated)
For the 2019 review cycle, department heads follow the same procedure as prior years: complete the annual evaluation template using Microsoft Word and route the evaluation to the college dean.

**Training and Handouts:** Face to face training is available, narrated videos are available, and numerous handouts are posted at [http://www.valdosta.edu/administration/sacs/faculty-credentials.php](http://www.valdosta.edu/administration/sacs/faculty-credentials.php)

**Questions or Suggestions:** For questions about entering your activities or exporting reports, contact Dr. Michael Black at apl [at] valdosta.edu.
Supplemental Prompts for Department Heads, Deans, and Academic Directors

In addition to scholarship, teaching, service, and goals outlined in the preceding pages, the following prompts may be addressed as applicable to your unit.

**Administrative Activities**
1. List faculty and staff searches conducted and the outcome of the searches
2. List courses added or deleted
3. List academic programs added, deleted or significantly revised
4. Identify number of faculty reviewed for promotion, tenure, or leave with pay
5. Provide average number of part-time faculty hired each term
6. List completed comprehensive program reviews, self-studies, or accreditation visits hosted
7. Provide estimate of external funds raised from non-campus sources
8. Identify completion and submission of required reports
9. Discuss accurate and responsible fiscal management of department budget
10. Identify number of faculty and staff personnel evaluations completed and submitted
11. Detail any college-specific requirements or initiatives

**Leadership Activities**
1. Briefly discuss major department accomplishments for the past year
2. Explain your role in planning and implementing the following:
   a. Strategic planning for program improvement
   b. Recruitment and retention of students
   c. Communicating with and mentoring of faculty
   d. Departmental outreach and community engagement
   e. Allocation of resources
   f. External funding and grants
   g. Other college-specific requirements or initiatives

**Advising or Mentoring Activities**
1. Describe any advising or mentoring duties
2. List names of faculty assigned advising or mentoring duties
3. Evaluate positive accomplishments in college/department advising/mentoring
4. Evaluate areas for improvement in college/department advising/mentoring

**RECOMMENDATION**
Compose responses in Microsoft Word first.
Supplemental Prompts for Department Heads, Deans, and Academic Directors (continued)

After composing responses in Microsoft Word, paste them in APL:

1. In the left menu, select Activity, then Activity Tracking
2. Select “Add Activity” button
3. Select “Dean” (all dept. heads, deans, directors will use this category)
4. For Title of Activity, enter “Administrative Activities”
5. Enter Start Date and End Date (use last academic year or fiscal year dates)
6. Change Activity Status drop down to “Published/Completed”
7. Paste responses in the “Description” text box
8. Click the “Save” button
9. Repeat steps 1-8 two more times but substitute “Leadership Activities” and “Advising or Mentoring Activities” at step 4
Annual Faculty Activity Report and Action Plan Crosswalk to APL Menus

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<thead>
<tr>
<th>Annual Faculty Activity Report and Action Plan</th>
<th>APL Menus</th>
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<tr>
<td>Faculty Name and Department</td>
<td>From APL&gt;&gt;View Profile&gt;&gt;Personal tab</td>
</tr>
</tbody>
</table>

**Section A: Teaching and Instruction**

| Section A, Q1 | From APL>>Courses>>Course Scheduling>>Accepted tab>>Detail button next to course |
| Section A, Q2 | From APL>>Activity>>Activity Tracking>>Other Teaching and Instruction |
| From APL>>Activity>>Activity Tracking>>Student Interactions |
| From APL>>Activity>>Activity Tracking>>Librarian |
| Section A, Q3 | From APL>>Profile>>View Profile>>Teaching tab>>Reflections button next to course |
| ● Course reflections with Type “Student Evaluations Other” |
| Section A, Q4 | From APL>>Profile>>View Profile>>Teaching tab>>Reflections button next to course |
| ● Course reflections with any Type other than “Student Evaluations Other” |
| Section A, Q5 | From APL>>Activity>>Activity Tracking>>Awards |
| ● Subtype “Teaching” |
| Section A, Q6a | From APL>>Activity>>Activity Tracking>>Goals |
| ● Goal subtype= “Teaching/Instruction” |
| ● Displays text entered in the “Description” box |
| ● Current year goals (matches the report run date, example 01/01/2019-12/31/2019) |
| Section A, Q6b | From APL>>Activity>>Activity Tracking>>Goals |
| ● Goal subtype= “Teaching/Instruction” |
| ● Displays text entered in the “Description” box |
| ● Next year goals (report run date +1 year, example 01/01/2020-12/31/2020) |

**Section B: Professional Growth and Productivity**

| Section B, Q1 | From APL>>Activity>>Activity Tracking>>Scholarship |
| ● Activity Status marked anything other than “Pending” |
| Section B, Q2 | From APL>>Activity>>Activity Tracking>>Scholarship |
| ● Activity Status marked as “Pending” |
| Section B, Q3 | From APL>>Activity>>Activity Tracking>>Grants |
| Section B, Q4 | From APL>>Activity>>Activity Tracking>>Professional Organization Membership |
| Section B, Q5 | Populated in Q4 |
| Section B, Q6 | From APL>>Activity>>Activity Tracking>>Professional Development |
| ● Registrations that are recorded in the VSU’s Employee and Organizational Development (EOD) database will be uploaded here once per month. |
| Section B, Q7 | Populated in Q6 |
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<td>Section B, Q8</td>
<td>From APL&gt;&gt;Activity&gt;&gt;Activity Tracking&gt;&gt;Consulting</td>
</tr>
</tbody>
</table>
| Section B, Q9     | From APL>>Activity>>Activity Tracking>>Awards  
|                   |   • Subtype “Research” |
| Section B, Q10    | From APL>>Courses>>Course Release/Re-Assignment  
|                   |   • A department head, associate dean, or Academic Affairs staff should enter. See instructions at [https://www.valdosta.edu/administration/sacs/documents/enter-reassignments.pdf](https://www.valdosta.edu/administration/sacs/documents/enter-reassignments.pdf) |
| Section B, Q11a   | From APL>>Activity>>Activity Tracking>>Goals  
|                   |   • Goal subtype= “Professional Growth”  
|                   |   • Displays text entered in the “Description” box  
|                   |   • Current year goals (matches the report run date, example 01/01/2019-12/31/2019) |
| Section B, Q11b   | From APL>>Activity>>Activity Tracking>>Goals  
|                   |   • Goal subtype= “Professional Growth”  
|                   |   • Displays text entered in the “Description” box  
|                   |   • Next year goals (report run date +1 year, example 01/01/2020-12/31/2020) |
| **Section C: College and Community Service** | |
| Section C, Q1     | From APL>>Activity>>Activity Tracking>>Advising |
| Section C, Q2a    | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype: Institutional, Committee  
|                   |   From APL>>Activity>>Activity Tracking>>Activities in Support of Mission  
|                   |   From APL>>Activity>>Activity Tracking>>Administrative Appointment  
|                   |   From APL>>Activity>>Activity Tracking>>Compliance |
| Section C, Q2b    | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype: Institutional  
|                   |   • Tertiary type: College |
| Section C, Q2c    | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype: Institutional  
|                   |   • Tertiary type: System |
| Section C, Q2d    | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype: Community |
| Section C, Q2e    | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype: Professional  
|                   |   From APL>>Activity>>Activity Tracking>>Board Membership |
| Section C, Q3     | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype marked as “Student” |
| Section C, Q4     | From APL>>Activity>>Activity Tracking>>Service  
|                   |   • Subtype: Other |
| Section C, Q5     | Populated in Q2d |
| Section C, Q6     | From APL>>Activity>>Activity Tracking>>Awards |

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**Section D: College and Department Advising Activities Supplement for Deans, Associate Deans, Department Heads**

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<td><strong>Section D, Qa</strong></td>
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<tr>
<td><strong>Section D, Qb</strong></td>
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**Section E: College and Department Leadership Activities Supplement for Deans, Associate Deans, Department Heads**

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<th>Q/A</th>
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<tr>
<td><strong>List of Activities</strong></td>
<td>From APL&gt;&gt;Activity&gt;&gt;Activity Tracking&gt;&gt;Dean</td>
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<tr>
<td><strong>Section E, Qa</strong></td>
<td>From APL&gt;&gt;Activity&gt;&gt;Activity Tracking&gt;&gt;Goals</td>
<td>Current year goals (matches the report run date, example 01/01/2019-12/31/2019)</td>
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<td><strong>Section E, Qb</strong></td>
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<td>Next year goals (report run date +1 year, example 01/01/2020-12/31/2020)</td>
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**Section F: College and Department Leadership Activities Supplement for Deans, Associate Deans, Department Heads**

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<td><strong>Section F, Qa</strong></td>
<td>From APL&gt;&gt;Activity&gt;&gt;Activity Tracking&gt;&gt;Goals</td>
<td>Current year goals (matches the report run date, example 01/01/2019-12/31/2019)</td>
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<td>Goal subtype= “Leadership” or “Other”</td>
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<tr>
<td><strong>Section G, Qb</strong></td>
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