May 16, 2005

Memorandum

To: Division Directors
   Department Chairs
   University Librarian
   Core University Professors
   Director of Chapel House
   Director of Africana and Latin American Studies
   Director of Asian Studies
   Director of Environmental Studies
   Director of Film and Media Studies
   Director of International Relations
   Director of Jewish Studies
   Director of Medieval and Renaissance Studies
   Director of Middle Eastern Studies & Islamic Civilization
   Director of Peace Studies
   Director of Native American Studies
   Director of the Center for Ethics and World Societies
   Director of the Writing Center
   Director of Women’s Studies
   Director of the Upstate Institute
   Director of the Center for the Arts and Humanities
   Director of the Center for Freedom and Western Civilization

From: Lyle Roelofs

Subject: Annual Reports

Please send your reports in *triplicate* to your Division director by Friday, June 10, 2005, or if appropriate in *duplicate* directly to my office. In either case, I should receive the *original* report and *one copy* on Friday, June 24, 2005.

Annual reports cover June 1 through May 31. It would be helpful to have them prepared for loose-leaf binding. Note that we will be asking for faculty self-reports in the fall. The outline printed on the attached page should be used as a guide in preparing your annual report.

*Please note that we are asking departments to continue senior exit interviews or surveys.*

attachment

cc: Office of the Registrar
A Suggested Outline for Annual Reports 2004-05

I. Students/Teaching

A. A three-year summary of student statistics—total department enrollments and concentrators—using previous year’s annual reports and the enrollment reports and data on concentrators for 2004-05 provided by the Office of the Registrar as your data sources

B. Graduating senior concentrators

1. Awards and honors (Phi Beta Kappa, departmental and Latin honors, etc.)

2. A list of all graduating concentrators will be supplied by the Office of the Registrar. Please provide information on post-graduation plans of graduating students.

3. A summary of senior exit interviews or questionnaires

C. A description of any capstone experience that is currently part of the department’s curriculum (required or optional).

II. Faculty

A. Teaching and administrative loads for each department member

B. Change of status of faculty (i.e. new appointments, promotions, tenure, resignations, retirements, etc.)

III. Department

A. A year in review—accomplishments, changes, problems, including a list of significant professional accomplishments and other noteworthy events or items (e.g. grants received, special academic honors) for the 2004-05 academic year.
B. Report on departmental responses to issues raised by the external review visiting committee, if applicable.

C. Looking forward: curriculum, equipment, hiring anticipated personnel, program, space needs, etc.
   1. Short-term plans (one year)
   2. Longer-term thoughts (up to five years)

IV. University

If you or other department members have thoughts on how to improve Colgate, our operation, or programs, this is a good place to record those ideas and constructive suggestions. Your ideas/expressions of concern would be welcome.