Instructions
1. Your annual report should synthesize information as a whole to ultimately comprise one report. All graphics must be included in the report in one document.
2. Your report is due **Monday, July 16, 2018**
   - Your report may be due prior to the above date per your supervisor’s request.
   - Assessment data collection should be completed at least one (1) month prior to report due date.
3. Report dates are **July 1, 2017 – June 30, 2018**. If your area has significant summer programming, please discuss with your SAALT member.
4. Your report should be brief and meaningful.
5. Use ½ inch margins and 12 point font.
6. Use block style – do not indent sections or paragraphs.
7. Use plain bullets for bulleted sections.
8. Use bold section headings – do not underline, italicize, or use all caps.
9. Use section heading for each section – do not number.
10. All graphs must be included in report in one document.
11. Submit via email attachment in WORD/PDF/Google Doc to Beth Pollins at epollins@mtu.edu.

Report Format

Highlights for the year
- List no more than five (5) bullet points highlighting your most notable accomplishments of the past year within your department, ideally one focusing on diversity and inclusion.

Overview of strategic planning - (Minimum 3 – Maximum 10 for EACH bullet)
- Provide a listing of additional goal achievements from last year that are not listed above.
- Provide a listing of the challenges from last year.
- Provide a listing of the key performance indicators you are using to measure your success. Also include a list of assessment tools utilized within the last year.
- Provide a listing of next year’s specific goals determined for your department. One of these goals must reflect the importance of diversity and inclusion.

List of regional and national presentations, publications, awards, or board positions
- Include name of individual, organization or name of publication, title of presentation or publications, or board position and date.

List of professional development events attended (conference, webinar, etc.) - New beginning in 2017-18 for HLC accreditation process
- Include date, name and type (conference, webinar, etc.) of professional development event attended.

Appendices (**Must be referenced in report to be included**)
- List each appendix here
Questions
If you have questions, please send an email to Beth Pollins at epollins@mtu.edu.

Student Affairs and Advancement Standing Teams/Committees
- Academic Intervention
- Assessment
- Culture of Philanthropy
- Early Intervention
- Parent’s Fund
- President’s Council on Health and Wellness
- Professional Development
- Program Collaboration
- Service Innovation
- Student Commission
- Student Staff Training
- Technology Advance

Teams/Committees Annual Report Format
Overview of Team/Committee (100 words maximum)

Provide listing of (Minimum 3 – Maximum 5)
- Specific goals for this year.
- Accomplishments for this year.
- Provide a listing of next year’s specific goals determined for your team/committee.
- Provide a list of assessment tools utilized.

Questions
If you have questions, please send an email to Beth Pollins at epollins@mtu.edu.