**Office/Center Annual Reports 2024-2025**

Please use the following structure (2-3 pages):

1. **List office/center goals for the 2024-25 academic year as identified during the goal-setting meeting following the latest PPR. If goals have been updated/amended since the goal-setting meeting, please use the most recent iteration as stated in last year’s annual report.**

***Goals Table***

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| --- | --- | --- | --- |
| **Goal** | **Action/Activity to Accomplish Goal (Objective)** | **Results** | **Notes** |
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1. **Provide an Executive Summary of Office/Center goal achievements (1-3 paragraphs).**

Briefly discuss progress made toward achieving office/center goals. Also address challenges and planned interventions moving forward, including modification of a goal.

Please note that the narrative should be evidence-based. Data may include media mentions, donations, events, enrollment trends, office/center performance/collaborations, stakeholder satisfaction (students, faculty, alumni, community members), grants, community service, and other documents or data that support your discussion.

1. **Describe resources used last year to achieve your office/center goals.**
2. **Identify any changes to office/center goals for the 2024-25 academic year.**
	1. Note: A meeting with the Supervisor, Director of Academic Assessment, and Associate Provost is required before making any changes to the office/center goals (except for the removal of a completed goal).
	2. Discuss any resources that may be needed to achieve goals.
3. **OPTIONAL Appendices to support Annual Report based on identified goals in the form of a summary:**
4. Summary list of Staff Achievements (not individual vitae)
5. Summary list of Community Engagement and Service Learning tied to office/center outcomes, if applicable
6. Summary list of Grants obtained or ongoing, if applicable
7. Summary Media Mentions, if applicable
8. Summary of programs/events/accomplishments
9. Summary of assessments, if applicable