**Annual Meeting Notes**

**Department name:**

**Faculty/Staff present:**

**Meeting Date:**

Annual Report Questions:

1. Discuss progress toward the department’s goals and Action Plan from the latest Program Review (as appropriate) for the past academic year.
2. List department goals for the next academic year. Provide specific examples of goals emerging from the Program Review process and the [Institutional Priorities](https://www.potsdam.edu/about/leadership/office-president/institutional-priorities).
3. List five-ten departmental highlights relevant to continuous improvement in the past year.
4. Note progress regarding program student learning outcomes.
5. In what ways can the dean’s office serve your department and the School of Arts & Sciences in the year to come?

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| **Annual Report Comment** | **Dean’s Questions and Suggestions** | **Department Response** | **Next Steps** | **Dean’s request(s) to the Provost** | **Provost’s Response** |
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Prepared by:

Date prepared:

Date sent to Provost:

Date returned by Provost:

Instructions:

1. Dean’s office sends a copy to the Department Chair and Provost at least five business days before the Dean’s summer state-of-the-school meeting with the Provost.

2. Provost’s office sends a copy to the Department Chair and Dean within 20 business days of the Dean’s summer meeting with the Provost.