

TO: Deans, Senior, Vice & Associate Provosts, Vice Presidents, Associate Vice Provost, Associate Vice President – Academic Affairs

CC: Melissa Vargas, Chief of Staff, Office of Academic Affairs
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SUBJECT: Changes to the State of Academic Affairs Report 2014

The State of Academic Affairs report is undergoing a number of changes this year, primarily to the collection of data for the report and the timeline for its completion. There are two primary goals for the first year of the new format. The first is to reduce administrative workload associate with the report by consolidating annual reporting, shifting the report deadline to a time of the year with fewer reporting requirements, and by providing data to the colleges. The second is to begin building toward a more concise and data-focused format over the next several years.

The changes to the report this year are in line with the changes to “Policy A83: Annual Report,” which was amended by the Faculty Senate in April of this year. The most substantial change is that units are no longer required to submit an A83 annual report in addition to other annual reporting requirements.

Here are the key features of the amended Policy A83:

Policy Statement

Annual reports will be prepared by the Provost, Chancellor for Health Sciences, and the Executive Vice President for Administration. These leaders are charged with providing:

- *a brief description of their units, including information on function, budget, and personnel;*
- *major activities for the year; and*
- *plans for the future.*

The reports will provide a clear picture of the division’s contributions to UNM’s achievement of its mission and key goals. The annual reports will be made available and accessible to faculty, staff, and the public. The reports will become part of the permanent records of the University, and reference to them is invited at any time.

Procedures

Annual reports should include unique indicators, presenting data on a wide spectrum of activity including the division's impact on student success and/or quality of patient care; affordability, capacity, and quality of services provided; and effective use of UNM's resources.

To ensure integrity and internal consistency the indicators used should be:

- *Based on data that are publicly available and may be reproduced.*
- *Commonly used nationally or internationally.*
- *Presented in a way that makes their meaning apparent.*
- *In a format that allows for comparison to other institutions and trend analysis, when appropriate.*

The Annual Report should be brief and well organized. It should not include superfluous materials such as brochures, calendars, class schedules or flyers.

The Provost, Chancellor for Health Sciences, and the Executive Vice President for Administration may request deans and directors to submit annual reports for their academic and administrative units for inclusion in the annual reports.

State of Academic Affairs 2014

At the Deans' Council meeting on June 12, the deans voted to use data provided by the Office of Academic Affairs and the Office of Institutional Analytics (OIA) as the basis for the annual report. The new annual report format will also follow a new timeline. Finally, the deans agreed to provide narration to the data they receive.

To fulfill the requirements of Policy A83, deans will still need to provide brief introductory descriptions of their college, major activities from the previous academic year, and plans for the future. To keep the report concise, and to reduce the time required for deans to respond to the request, further guidelines will be developed for each section. You will receive those guidelines at the same time you receive the data listed in the schedule below.

Note: For this first pilot year, the report will focus solely on the colleges. Other units and offices who have submitted annual reports in the past will not be required to do so this year, but will be included in future editions of this report.

Timeline

The data will be distributed to deans based on the schedule below to provide deans with the time necessary to thoroughly review the data and complete their report by the January 16 deadline.

Oct. 17, 2014	Budget data will be provided to the deans. This will include original budgets and fiscal year-end actuals.
Nov. 7, 2014	The first set of data from OIA—including data on student enrollment, beginning freshmen, graduation and retention metrics, degrees, and assessment—will be provided to the deans.
Dec. 05, 2014	The second set of data from OIA—including data on faculty and staff—will be provided to the deans.
Jan. 16, 2015	The deans' reports are due.