

SAMPLE ANNUAL UPDATE

Department Name: REDACTED

Academic Year: 18/19

Does the Department offer credentials?

Yes No

1. a) What is demand like for programs within this department?

Credential	Total # of applications received in AY 2018/19	Total # of students enrolled in AY 2018/19
Associate's degree	79	65
Diploma	21	12
TOTAL	100	77

- b) Seats offered by the department?

Total # seats offered in AY 2018/19	1,104
Total # of seats occupied in AY 2018/19	935

2. How does the department handle student demand?

Total # of students on the waitlist in AY 2018/19	240
Average seat utilization in AY2018/19	84.7%

3. How well are students doing?

Credential	Average term GPA of students in AY 2018/19	Total # of credentials awarded in AY 2018/19
Associate's degree	2.58	2
Diploma	2.23	4

2018 Diploma, Assoc. Degree & Cert. Student Outcomes Survey	%
Felt Prepared for Further Studies	91
Satisfied with the Program	90
Satisfied with the Quality of Instruction	79
Satisfied with Transfer Experience	85

2018 Baccalaureate Graduate Student Outcomes Survey	%
Found the Program Useful in Work	n/a
Satisfied with the Program	n/a
Satisfied with the Quality of Instruction	n/a
Would Take this Program Again	n/a

2nd Term Retention Rate	n/a. The department does not offer limited-intake programs
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4. What are stakeholders saying?

Date of last PAC meeting	n/a. The department does not offer career programs.
Summary of recommendations	n/a

Date of last articulation meeting	The [Committee Name] meeting in May 2020
Changes needed to maintain articulation agreements	UBC's School of [Name] presented a set of curriculum changes that will take effect in AY 2020/21. The department will discuss the merits of making similar changes at our next department meeting in order to maintain a strong articulation with UBC's program.

5. What achievements did the department celebrate in AY 2019/20?

Two faculty members published articles in prestigious journals. A student/faculty research project receive an NSERC award.

6. What progress has the department made on its Action Plan?

Planned Actions	Led By	Begun On	Progress	Notes
Develop a curriculum map	Mufasa	January 2019	Done	The department developed a curriculum map in collaboration with TCDC's Curriculum Development Consultants
Establish formal relationships with similar departments at other	Jasmine (in collaboration	February 2019	Ongoing	Discussions have already begun with peers at UVic and KPU.

Planned Actions	Led By	Begun On	Progress	Notes
institutions to create MOU/Block Transfer agreements	with the Dean)			
Develop rubrics for multi-section 1 st -year courses to ensure consistent grading	Lilo	March 2019	Done	

7. What are the department's planned actions for the AY 2020/21? If resources are required, please consult the Dean.

Planned Actions	Led By	Begin On	To be Completed By	Notes/Resources
Review 1 st -year courses to identify intercultural perspectives (knowledge, skills and attributes) students could develop.	Nala	Sept. 2020	June 2021	The department will need to consult with Internalization.
Establish formal relationships with similar departments at other institutions to create MOU/Block Transfer agreements	Jasmine (in collaboration with the Dean)	Continues on work begun in Feb. 2019	June 2021	The department aims to establish MOU/Block Transfer agreements with KPU and UVic. The department will need to consult with RES.
Develop rubrics for multi-section 2 nd -year courses to ensure consistent grading	Tiana	Oct. 2020	August 2021	The department will need to set up marking meetings. Food/snacks will likely be required.