

Annual Report Guide for PLNU Academic Centers and Institutes

Drafted by Program Review Committee, Fall 2012

I. Purposes of PLNU Academic Centers and Institutes

Centers and Institutes are created to accomplish the mission of the University in ways that complement and extend its academic programs. Each Center/Institute must embrace at least one of the following possible emphases:

- Resourcing in the professional development of faculty and/or staff in better service to the University mission
- Serving external constituents and/or connecting them to the University in mission-driven ways
- Horizontal (Interdisciplinary) facilitation with faculty, staff and students on the following cross-disciplinary themes:
 - Christian formation
 - Contextualized education
 - Global engagement

Explain how your Center or Institute actualizes one or more of these three emphases.

II. Alignment of the Center/Institute's Mission and Center Learning Outcomes with the University Mission, Core Values, Strategic Plan, GE Learning Outcomes and Institutional Learning Outcomes

Is the Center or Institute clearly aligned with the purposes of the University?

Explain how the Center/Institute Mission and Learning Outcomes align with PLNU Mission, Core Values, Strategic Plan, GE Learning Outcomes and Institutional Learning Outcomes. This can be done in a variety of formats.

III. Advisory Board

What is the composition of the Center/Institute's Advisory Board and how does it serve the Center?

- A. List the members of your Institute/Center's Advisory Board and their affiliations, as well as the skills and benefits they offer to the Center/Institute and to PLNU.
- B. Summarize your Board's charge, meetings, and actions.
- C. Explain the role of your Board in shaping activities and programs.

IV. Report to the Faculty

How has the director updated the University faculty on its recent work?

- A. State when in the last academic year you have given a ten-minute oral report to the faculty or widely disseminated a written report to the faculty.
- B. Enclose accompanying summary/slides/handout used to inform the faculty.

V. Capacity and Resources

What are your Institute/Center's current financial resources, budget, physical facilities, and technology?

- A. What resources have been allocated to the Institute or Center in the last year? Please include operating budget, salary, administrative staff and benefits of the director (e.g., load release).
- B. How are monies used to achieve the Institute/Center's Learning Outcomes?

VI. Effectiveness: Services and Community Engagement

What are the connections of the Institute/Center's work to the larger University and to the Institute/Center's Learning Outcomes? How effective are these connected programs and activities?

- A. Name and describe the programs and activities of the Center/Institute in the past academic year.
- B. Describe the Institute/Center's assessment plan and activities, what has been learned through assessment, and what programmatic adjustments have been made based on the assessment evidence.
- C. To what degree is the work of the Center/Institute effective and linked to University academic programs?
- D. Explain the alignment between Institute/Center-sponsored activities/programs and Center Learning Outcomes. Analyze the effectiveness of this work as verified by direct measures.