**2020-2021 Annual Report Template**

Report should span May 9, 2020 to May 8, 2021

(exceptions are granted when external reporting dictates an alternative timeline)

# Overview

**Department Name:**

**Director’s Name:**

**Location:**

**Phone Number:**

**Website:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Social Media Platform** | **Facebook** | **Twitter** | **Instagram** | **Snapchat** | **Other** |
| **Handle:** |  |  |  |  |  |
|  |  |  |  |  |  |

**Departmental Mission:** Provide mission statement for department.

**Departmental Description:** Provide a three to six sentence narrative that captures the essence of your department’s services, programs, and activities.

# Student Success

**Student Success Initiatives:** Please outline any current student success initiatives ongoing in your unit/department. Please provide the following information on your *three* most successful initiatives, in priority order of their level of effectiveness:

1. Title
2. A brief description: Provide a brief explanation of the initiative (< 200 words).
3. The implementation timeline: first implementation, key dates, last implementation.
4. The target population of the initiative: Who should be affected by this initiative?
5. Desired outcome: What is the initiative trying to accomplish? (e.g., increased freshman retention, increased 6-year graduation rate, improved retention of Pell eligible students, etc.)
6. Relevant assessments: How do you know your initiative is successful?
	1. At UofL: Data supporting an impact on student success at the University of Louisville.
	2. Nationally: Data supporting an impact on student success nation-wide.
7. Suggestions for changes to current initiative: Based on your implementation, are there items you wish you had known or would like to change? Please explain.

**Student Success Initiative Table:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Initiative 1** | **Initiative 2** | **Initiative 3** |
| **Title:** |  |  |  |
| **Description** **(< 200 words):** |  |  |  |
| **Implementation Timeline:** |  |  |  |
| **Target Population:** |  |  |  |
| **Desired Outcome:** |  |  |  |
| **Relevant Assessments** |  |  |  |
|  **At U of L:** |  |  |  |
|  **Nationally:** |  |  |  |
| **Suggestions for changes:** |  |  |  |

# Points of Pride

**Points of Pride:** Please list ‘points of pride’/accomplishments for your department from the past year. This can include initiatives, programs accomplishment or recognitions.

For your point of pride was a collaborative effort, please enter an ‘x’ in the column labeled ‘C’.

For your point of pride supported Diversity and Inclusion, please enter an ‘x’ in the column labeled ‘D&I’. For your point of pride supported Academic Initiatives, please enter an ‘x’ in the column labeled ‘A’.

List the most significant/most impactful/most important point(s) in priority order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Short Title** | **C** | **D&I** | **A** | **Description** |
| Ex. S4 completion | x |  |  | Worked with IE and several other university departments to develop and administer the Student Support Services Survey (S4) |
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# Cardinal Anti-Racism Agenda

While the Cardinal Anti-Racism Agenda is still being develop, general themes relate to:

* recruiting and retaining a more diverse campus community;
* ensuring intentional diversity in committee formation and hiring processes;
* developing budgets that prioritize diversity and equity;
* developing a campus culture that does not tolerate racism and uplifts our entire community;
* ensuring adequate training, resources, and spaces to allow for generation of ideas, cultural competency, and social justice;
* Building intentionally anti-racism curriculums.

If you have any current initiatives related to these themes or that are addressing anti-racism in other areas, list them below and provide the requested information.

|  |  |  |
| --- | --- | --- |
| **Initiative** | **Description** | **How does this initiative contribute to promoting anti-racism at the university?** |
|  |  |  |
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# Staff Profile

**Organizational Chart:** Please insert/include your organizational chart.

**Number of Staff:** Please list the number of staff in the following categories that worked the majority of the academic year

|  |  |
| --- | --- |
| **Staff Type** | **No.** |
| **Full-time Exempt/Non-exempt Staff:** |   |
| **Part-time exempt/non-exempt Staff:** |   |
| **Graduate Assistants:** |   |
| **Student Staff on Payroll:** |  |
| **Student Interns:** |  |
| **Practicum Students:** |  |
| **Volunteers:** |  |
| **TOTAL:** |  |

**Departmental Scholarships:** Please list any students scholarships provided by your department

1.
2.

**Staff List:** For each Staff member please provide the following information: Name, U of L ID Number, Type of Staff (i.e., Full-time, part-time, graduate assistant, or student staff) Courses Taught, Professional Development (if applicable), Community Services or Civic Engagement Activities (if applicable).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **U of L ID Number** | **Type of Staff (FT,PT,GA,SS)** | **Courses Taught** | **Professional Development** | **Community Service or Civic Engagement Activities** |
| Ex. John Doe | 1234567 |  | Gen 101Psyc 201 | ACPA conference NASPA conference  | Election day volunteer |
|  |  |  |  |  |  |
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# Assessment

**Assessment Plan:** Please include your departmental assessment plan formed by your Assessment Committee Representative

**Next year’s outcomes:** Please list the outcomes from your assessment plan that you intend to assess in this upcoming year (2021-2022)

1.
2.
3.

**Issues and Challenges:** List any issues or challenges you anticipate facing in the next academic year

1.
2.

# Student Affairs COVID-19 Response for AY 2020-2021

**TRACKING OF SERVICE CHANGES DUE TO COVID-19:** The Strategic Planning & Assessment Office has been asking for periodic updates for service changes due to COVID-19. The information supplied to SP&A will be included in the Compiled Annual Report. Ensure that your updates have been made so the information added will be accurate.

**If you wish to elaborate on the impact that these changes may have had on your ability to deliver your services, engage with students, or any other areas that have been influenced by these changes**, please use the space below to do so.

# Performance Metrics

**Performance Metrics:** Please provide measures for the metrics to be address by your department from the following list. If there are any additional metrics you would like to share, please add those at the bottom.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit** | **Performance Metric** | **2017-2018** | **2018-2019** | **2019-2020** | **2020-2021** |
| Career | Students Registered  |  3739 | 3,807 | 3,457 |  |
| Career | Employers Registered in Cards Career Link | 6,293 | 3,659 | 1,479 |  |
| Career | Employers reviewed and declined in system | 2,150 | 2,026 | 1,848 |  |
| Career | Posted positions  | 13,559 | 21,482 | 29,261 |  |
| Career | Positions declined in system | 2,117 | 6,952 | 4,658 |  |
| Career | Career Center Assessments | 1,596 | 604 | 778 |  |
| Career | Career Center Coaching Sessions | 1,055 | 1,495 | 1,360 |  |
| Career | Career Fair Attendance - Students |  | 1073 | 864 |  |
| Career | Career Fair Attendance - Employers | 161 | 387 | 169 |  |
| Career | Classroom Presentations – Student Attendance | 2,067 | 1,786 | 1,236 |  |
| Career | Workshops – Student Attendance | 308 | 533 | 298 |  |
| Career | Experiential Learning |  |  |  |  |
|  |  |  |  |  |  |
| Counseling | Counseling Center Assessments |  18 | 22 | 10 |  |
| Counseling | Counseling Center Scheduled Sessions | 7,331 | 7669 | 8257 |  |
| Counseling | Urgent Consultations | 2285.5 | 2394.5 | 1834 |  |
|  | In Person or phone triage | 172 | 278 | 483 |  |
| Counseling | Group or Couples Session | 572 (368 attended) | 587 (365 attended) | 665 (329 attended) |  |
| Counseling | Percent of Students indicating improvement | 74th – 89th percentile | 70th – 99th percentile | 48th -86th percentile |  |
|  |  |  |  |  |  |
| Development | New Development Funds Collected |   |  | $648,542 |  |
| Development | Student Affairs Dollars Generated from UofL Cares |   |  |  |  |
|  |  |  |  |  |  |
| DOS | Student Care Team - Student Issues | 438? | 522 (total cases summaries) | 438 (total case summaries) |  |
| DOS | Compassionate Withdraws |  | 223 (total inquiries) | 206 (total inquiries) |  |
| DOS | Advocacy |  | 177 | 138 |  |
| DOS | Complaints |  | 119 | 199 |  |
| DOS  | Emergency Fund Requests |  | 62 | 374 |  |
| DOS | Student conduct cases |  | 89 | 42 |  |
| DOS | Out-of-darkness Campus Walk participants |  | 0 |  |  |
| DOS | Speech and Literature Distribution Requests | 19 | 21 |  |  |
|  |  |  |  |  |  |
| DRC | DRC – Individual Students Accommodated | 585 | 647 | 696 |  |
| DRC | DRC - Tests Administered | 3,351 | 2736 | 2,098+ |  |
| DRC | DRC - # of Classes Note Taker Services Provided |  583 | 434 | 402 |  |
| DRC | DRC - Student Note Taker Service Hours | 11,422.5 | 8,385 | 7,737.5 |  |
| DRC | DRC – Accommodation Letters Provided to Students |  6253 | 6274 | 6,836 |  |
| DRC | DRC - Textbooks Provided in Alternate Format | 217 | 61 | 88 |  |
|  |  |  |  |  |  |
| Housing | Total Capacity (Beds Available) | 7,171 | 7171 | 7171 |  |
| Housing | % of Freshman on Campus |  73% | 73% | 68.1% |  |
| Housing | % Students on Campus | 33% | 33% | 30% |  |
| Housing  | Number of LLC residents | 719 | 820 | 814 |  |
| Housing  | Number of TC Residents | 95 | 101 | 138 |  |
|  |  |  |  |  |  |
| Intramurals | Intramural Traffic – # of People Using Gym Facilities | 541,980 | 520606 | 509716 |  |
| Intramurals | Intramural Sports Program Participants | 8,432 | 8140 | 5666 |  |
| Intramurals | Intramural Sports Clubs | 24 | 23 | 25 |  |
|  |  |  |  |  |  |
| SAC & Special Programs | Parents Receiving Newsletter – Mailing List |  9212 | 10,600 | 11,790 |  |
| SAC & Special Programs | Facility Usage (number of bookings) | 4808 | 6408 | 5,433^ |  |
| SAC & Special Programs | Facility Usage (number visitors) | N/A | N/A | 1,290,151*&* |  |
| SAC & Special Programs | Family Weekend Attendance - # of Families |  500 | 480 | 467 |  |
|  |  |  |  |  |  |
| Student Involvement | Student Programming Budget SGA, SAB, ELSB |   | ELSB = $87,600SAB = $421,000 | SAB=$444,110ELSB=$108,800 |  |
| Student Involvement | CPC Events Funded |   | 254 | 263 |  |
| Student Involvement | CPC Dollars Awarded |   | 105,635 | $112,042 |  |
| Student Involvement | Student Activities Board Program Attendance |   | 26,509 | \*\* |  |
| Student Involvement | International Service Learning Student Participants | 127 | 130 | 124\*\*\* |  |
| Student Involvement | SOUL Participants | 350 | 325 | 252 |  |
| Student Involvement | Alternative Spring Break Participants | 32 | 23 | 6 |  |
| Student Involvement | Total Student Service Hours – Student Involvement |   | 11148 | 10,262(recorded in Helper Helper) |  |
| Student Involvement | Total # of Students on Greek Rosters |   | 2130 | 1957 |  |
| Student Involvement | Fraternities on Campus/ Total number of Fraternity members |   | 20/1123 | 19/1037 |  |
| Student Involvement | Sororities on Campus/ Total number of Sorority members |   | 13/1007 | 13/920 |  |
| Student Involvement | RSO’s on Campus/ Total number of students in RSOs | 440 | 405 | 420 |  |
|  |  |  |  |  |  |
| TRIO | Number of applications | 78 | 150 | 194 |  |
| TRIO | Number of accepted students | 20 | 41 | 44  |  |
| TRIO | Percent in good academic standing | 88% | 98% | Stats available November 2020 |  |
| TRIO | Retention rate | 86% | 96% | Stats available November 2020 |  |
| TRIO | 6-year graduation rate | 42% | 49% | Stats available November 2020 |  |
|  |  |  |  |  |  |
| VPSA | Total Professional Staff |  119 | 121 | 123 |  |
| VPSA | Students Employed by Division  |   | 538 | 586 |  |
| VPSA | Voting in SGA Elections | 3,125 | Initial: 3300 (16.3%)Runoff: 2122 (10.5%)GSC: 256 (9.5%)Dental:256 (38%) | Initial: 2555 (13.0%); Several Runoff conducted; GSC: 285 (10.4%); Dental hosted through Engage. |  |
| VPSA | Scholarships Awarded |   |  |  |  |
| VPSA | Scholarship Dollars Awarded | 21,174? |  |  |  |
| VPSA | Total Budget (General, Program, Housing, SGA) |   |  |  |  |
|  |  |  |  |  |  |
| ISSS | % of international students  |  |  | 4.8% 19/20 |  |
| ISSS | % of immigration errors | 3% | 2% | 2% |  |
| ISSS | Retention Rate | 83% | 83% | Pending |  |
| ISSS |  Members within AIRC (ISC) |  |  | 25 |  |
| ISSS | Orientation Completion | 92% | 92% | 90% |  |
| ISSS | Number of Programs | 16 | 13 | 10 |  |
| ISSS  | Number of Scholarships | 23 | 20 | 20 |  |
|  |  |  |  |  |  |
| Study Abroad | Summer 2019 total number of students abroad |  |  | 564 |  |
| Study Abroad | Fall 2019 total of students abroad |  |  | 162 |  |
| Study Abroad | Spring 2020 total number of students abroad |  |  | 100 |  |
| Study Abroad | Total number of students abroad 2019-20  |  |  | 826(627 for credit/199 non-credit) |  |
| Study Abroad | Number of group trips summer 2019 |  |  | 35 |  |
| Study Abroad | Number of students on group trips summer 2019 |  |  | 430 |  |
| Study Abroad | Number of group trips fall 2019 |  |  | 3 |  |
| Study Abroad | Number of students on group trips fall 2019 |  |  | 91 |  |
| Study Abroad | Number of group trips spring 2020 |  |  | 4 |  |
| Study Abroad | Number of students on group trips 2020 |  |  | 44 |  |
| Study Abroad/ International Travel Faculty/Staff  | Summer 2019 |  |  | 327 |  |
| Study Abroad/ International Travel Faculty/Staff | Fall 2019 |  |  | 294 |  |
| Study Abroad/ International Travel Faculty/Staff | Spring 2020 |  |  | 70 |  |
| Study Abroad/ International Travel Faculty/Staff | Total employee travel 2019-20 |  |  | 691 |  |
|  |  |  |  |  |  |

+ Due to the transition to remote instruction during the Spring 2020 semester because of the COVID-19 pandemic, the DRC did not administer any exams after spring break that semester. This caused numbers to be lower than usual.

\*Peru trip had 8 students (partnership with Speed School) included this year

\*\* due to advisor transition, attendance records are not available

\*\*\* Ghana and Croatia trips were cancelled due to COVID-19 resulting in 48 of the 124 students not travelling

*& This number was affected by COVID-19 due to remote instruction and work starting in March the number of visitors reduced dramatically for the remainder of the year. We estimate that we should have seen more than 1,600,000 for the year*

^ not including the *1,975 cancelled bookings from COVID-19*