**2021-2022 Annual Report Template**

May 9, 2021 to May 8, 2022

# Overview

**Department Name:**

**Director’s Name:**

**Location:**

**Phone Number:**

**Website:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Social Media Platform** | **Facebook** | **Twitter** | **Instagram** | **Snapchat** | **Other** |
| **Handle (s)** |  |  |  |  |  |

**Departmental Mission:** Provide vision statement for the department.

**Departmental Vision:** Provide the vision statement for the department.

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

# Student Success Initiatives

Please outline your *three* most successful student success initiatives, in priority order of their level of effectiveness.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Initiative 1** | **Initiative 2** | **Initiative 3** |
| **Title** |  |  |  |
| **Description** **(< 200 words)**Provide a brief explanation of the initiative. |  |  |  |
| **Implementation Timeline**First implementation, key dates, last implementation, etc. |  |  |  |
| **Target Population**Who should be affected by this initiative? |  |  |  |
| **Desired Outcome**What is the initiative trying to accomplish? (e.g., increased freshman retention, etc.) |  |  |  |
| **Relevant Assessments at UofL**How do you know your initiative is successful? Provide data supporting an impact on student success at UofL. |  |  |  |
| **Relevant Assessments Nationally**How do you know your initiative is successful? Provide data supporting an impact on student success nation-wide. |  |  |  |
| **Suggested changes**Based on your implementation, are there items you wish you had known or would like to change? |  |  |  |

# Points of Pride

Please list accomplishments for your department from the past year. This can include initiatives, programs, or recognitions. Include the following information: Point of Pride, Description, Collaborative yes/no (did you partner with another department or community organization?), Diversity and Inclusion yes/no (did the accomplishment support diversity and inclusion efforts?), and Academic Initiative yes/no (did the accomplishment support academic initiatives?).

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Point of Pride** | **Collaborative** | **Diversity & Inclusion** | **Academic Initiative** | **Description** |
| Ex. S4 completion | Yes | No | No | 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 developed, 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; and
* building intentionally anti-racist curriculum.

If you have any current initiatives related to these themes or that address 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** | **Number** |
| 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 student 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, Courses Taught, Professional Development (if applicable), Community Services or Civic Engagement (if applicable), and any degrees the employee is currently pursuing (degree type, program, and university).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **UofL ID Number** | **Type of Staff** | **Courses Taught** | **Professional Development** | **Community Service or Civic Engagement** | **Degrees Pursuing** |
| Ex. John Doe | 1234567 | Full Time | Gen 101 | ACPA conference NASPA conference  | Election day volunteer | M.Ed. in Counseling & Personnel Services, University of Louisville |
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|  |  | Choose an item. |  |  |  |  |
|  |  | Choose an item. |  |  |  |  |

# Assessment

Please attach your Departmental Assessment Plan completed by your Assessment Committee Representative when submitting your department’s annual report.

# COVID-19 Response

The Student Affairs Assessment Committee has collected service changes due to COVID-19. The information supplied 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

Please provide measures for the metrics to be addressed 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** | **2018-2019** | **2019-2020** | **2020-2021** | **2021-2022** |
| --- | --- | --- | --- | --- | --- |
| Career | Students Registered – New Accounts Created | 3,807 | 3,457 | 3,111 |  |
| Career | Employers Registered in Cards Career Link – New Accounts Created/Approved | 3,659 | 1,479 | 1,794 |  |
| Career | Employers reviewed and declined in system | 2,026 | 1,848 | 1,877 |  |
| Career | Posted positions (Approved and Expired) | 21,482 | 29,261 | 40,177 |  |
| Career | Positions declined in system | 6,952 | 4,658 | 339 |  |
| Career | Internship, Co-op, & Exl. Postings – 60 miles | 604 | 778 | 448 |  |
| Career | Career Center Assessments |  |  | 531 |  |
| Career | Career Center Appointments (Scheduled, Drop-in, & Doc Drop) | 1,495 | 1,360 | 1,275 |  |
| Career | Career Fair Attendance - Students | 1073 | 864 | 624 |  |
| Career | Career Fair Attendance - Employers | 387 | 169 | 333 |  |
| Career | Classroom Presentations – Student Attendance | 1,786 | 1,236 | 598 |  |
| Career | Workshops – Student Attendance | 533 | 298 | 477 |  |
| Career | Experiential Learning |  |  |  |  |
|  |  |  |  |  |  |
| Counseling | Counseling Center Assessments | 22 | 10 | 10 |  |
| Counseling | Counseling Center Scheduled Sessions | 7,669 | 8,257 | 9,502 |  |
| Counseling | Urgent Consultations | 2,394.5 | 1,834 | 171 |  |
| Counseling | In Person or phone triage | 278 | 483 | 571 |  |
| Counseling | Group or Couples Session | 587 (365 attended) | 665 (329 attended) | 1,532 (944 attended) |  |
| Counseling | Percent of Students indicating improvement | 70th – 99th percentile | 48th -86th percentile | 73rd-99th percentile |  |
|  |  |  |  |  |  |
| Development | New Development Funds Collected |  | $648,542 |  |  |
| Development | Student Affairs Dollars Generated from UofL Cares |  |  |  |  |
|  |  |  |  |  |  |
| DOS | Student Care Team - Student Issues (total case summaries) | 522  | 438  | 2,331 (1,152 were Emergency Fund Applications) |  |
| DOS | Compassionate Withdraws (total inquiries) | 223  | 206  | 216 |  |
| DOS | Advocacy | 177 | 138 | 192 |  |
| DOS | Complaints | 119 | 199 | 256 |  |
| DOS  | Emergency Fund Requests | 62 | 374 | 1,152 |  |
| DOS | Student conduct cases | 89 | 42 | 158 |  |
| DOS | Out-of-darkness Campus Walk participants | 0 | 150 | 120 |  |
| DOS | Speech and Literature Distribution Requests | 21 | 12 | 5 |  |
|  |  |  |  |  |  |
| DRC | Individual Students Accommodated | 647 | 696 | 739 |  |
| DRC | Tests Administered | 2,736 | 2,098+ | 416++ |  |
| DRC | Number of Classes Note Taker Services Provided | 434 | 402 | 523 |  |
| DRC | Student Note Taker Service Hours | 8,385 | 7,737.5 | 9,267.5 |  |
| DRC | Accommodation Letters Provided to Students | 6,274 | 6,836 | 4,342 |  |
| DRC | Textbooks Provided in Alternate Format | 61 | 88 | 82 |  |
|  |  |  |  |  |  |
| Housing | Total Capacity (Beds Available) | 7,171 | 7,171 | 6,548 |  |
| Housing | % of Freshman on Campus | 73% | 68.1% | 49.3% |  |
| Housing | % Students on Campus | 33% | 30% | 31.4% |  |
| Housing  | Number of LLC residents | 820 | 814 | 754 |  |
| Housing  | Number of TC Residents | 101 | 138 | 144 |  |
|  |  |  |  |  |  |
| Intramurals | Intramural Traffic – # of People Using Gym Facilities | 520,606 | 509,716 | 172,795 |  |
| Intramurals | Intramural Sports Program Participants | 8,140 | 5,666 | 3, 375 |  |
| Intramurals | Intramural Sports Clubs | 23 | 25 | 24 |  |
|  |  |  |  |  |  |
| SAC & Special Programs | Parents Receiving Newsletter – Mailing List | 10,600 | 11,790 | 14,460 |  |
| SAC & Special Programs | Facility Usage (number of bookings) | 6,408 | 5,433^ | 4,766 |  |
| SAC & Special Programs | Facility Usage (number visitors) | N/A | 1,290,151*&* | 696,534*&* |  |
| SAC & Special Programs | Family Weekend Attendance - # of Families | 480 | 467 | 40 (measured only by virtual registrations since Covid forced it to be cancelled) |  |
|  |  |  |  |  |  |
| Student Involvement | Student Programming Budget SGA, SAB, ELSB | ELSB = $87,600SAB = $421,000 | SAB=$444,110ELSB=$108,800 | SAB=$485,000; ELSB=$109,650 |  |
| Student Involvement | CPC Events Funded | 254 | 263 | 63 |  |
| Student Involvement | CPC Dollars Awarded | $105,635 | $112,042 | $111,060 |  |
| Student Involvement | Student Activities Board Program Attendance | 26,509 | \*\* | 5,877 |  |
| Student Involvement | International Service Learning Student Participants | 130 | 124\*\*\* | 0 |  |
| Student Involvement | SOUL Participants | 325 | 252 | 0 |  |
| Student Involvement | Alternative Spring Break Participants | 23 | 6 | 17 |  |
| Student Involvement | Total Student Service Hours – Student Involvement | 11148 | 10,262 | 5,491 |  |
| Student Involvement | Total # of Students on Greek Rosters | 2130 | 1957 | 1,677 |  |
| Student Involvement | Fraternities on Campus/ Total number of Fraternity members | 20/1123 | 19/1037 | 20/846 |  |
| Student Involvement | Sororities on Campus/ Total number of Sorority members | 13/1007 | 13/920 | 13/831 |  |
| Student Involvement | RSO’s on Campus/ Total number of students in RSOs | 405 | 420 | 433 |  |
|  |  |  |  |  |  |
| TRIO | Number of applications | 150 | 194 | 93 |  |
| TRIO | Number of accepted students | 41 | 44  | 40 |  |
| TRIO | Percent in good academic standing | 98% | Pending | Pending |  |
| TRIO | Retention rate | 96% | Pending | Pending |  |
| TRIO | 6-year graduation rate | 49% | Pending | Pending |  |
|  |  |  |  |  |  |
| VPSA | Total Professional Staff | 121 | 123 |  |  |
| VPSA | Students Employed by Division  | 538 | 586 |  |  |
| VPSA | Voting in SGA Elections | Initial: 3,300 (16.3%)Runoff: 2122 (10.5%)GSC: 256 (9.5%)Dental:256 (38%) | Initial: 2,555 (13.0%); Several Runoff conducted; GSC: 285 (10.4%); Dental hosted through Engage. | Initial:2001 (9.9%); PH run off: 51 (9.1%) |  |
| VPSA | Scholarships Awarded |  |  |  |  |
| VPSA | Scholarship Dollars Awarded |  |  |  |  |
| VPSA | Total Budget (General, Program, Housing, SGA) |  |  |  |  |
|  |  |  |  |  |  |
| ISSS | % of international students  |  | 4.8%  | 3.2% |  |
| ISSS | % of immigration errors | 2% | 2% | 2% |  |
| ISSS | Retention Rate | 83% | Pending |  |  |
| ISSS |  Members within AIRC (ISC) |  | 25 | 45 |  |
| ISSS | Orientation Completion | 92% | 90% | N/A |  |
| ISSS | Number of Programs | 13 | 10 | 6 |  |
| ISSS  | Number of Scholarships | 20 | 20 | 20 |  |
|  |  |  |  |  |  |
| Study Abroad | Total number of students abroad  |  | 826 | 7 |  |
| Study Abroad | Number of group trips |  | 42 | 0 |  |
| Study Abroad | Number of students on group trips |  | 565 | 0 |  |
| Study Abroad | Total employees traveling abroad |  | 691 | 21 |  |

+ 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*

# Goals

## 2021-2022 Goals

Provide an update on your goals from the last year using the following definitions:

* Departmental Goal/Objective – a goal or objective identified by the department and informed by the department’s mission, vision, and goals.
* Divisional Goal/Objective – a goal or objective identified by the division and informed by the division’s mission, vision, and goals.
* Program Review Action Plan – a goal identified in the department’s program review action plan and informed by outside standards or feedback.
* Programmatic Goal/Objective – a goal or objective related to a specific programmatic initiative within the department.
* Strategic Plan – a goal or objective assigned to the department through the university’s Strategic Plan, informed by the university’s mission, vision, and goals.
* Survey/Focus Group Action Plan – a goal or objective identified through the action planning process informed by the results of the survey or focus group.

A minimum of three goals will be reported on your Departmental Assessment Plan (DAP) and Outcomes Assessment Report (OAR).

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Type** | **Was this goal reported on your DAP/OAR?**(choose a minimum of 3) | **Did you accomplish goal?** |
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|  | Choose an item. | Choose an item. | Choose an item. |

## 2022-2023 Goals

Indicate what goals your department will be working towards over the next year using the following definitions:

* Departmental Goal/Objective – a goal or objective identified by the department and informed by the department’s mission, vision, and goals.
* Divisional Goal/Objective – a goal or objective identified by the division and informed by the division’s mission, vision, and goals.
* Program Review Action Plan – a goal identified in the department’s program review action plan and informed by outside standards or feedback.
* Programmatic Goal/Objective – a goal or objective related to a specific programmatic initiative within the department.
* Strategic Plan – a goal or objective assigned to the department through the university’s Strategic Plan, informed by the university’s mission, vision, and goals.
* Survey/Focus Group Action Plan – a goal or objective identified through the action planning process informed by the results of the survey or focus group.

A minimum of three goals will be reported on your Departmental Assessment Plan (DAP) and Outcomes Assessment Report (OAR).

|  |  |  |
| --- | --- | --- |
| **Goal** | **Type** | **Will this goal be reported on your DAP/OAR?**(choose a minimum of 3) |
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