BUFFALO STATE
The State University of New York

School or Arts and Sciences End-of-Year Reporting

Reporting of progress on unit goals and outcomes is done in Planning and Self-Study (PSS, formerly Taskstream). Before beginning the Annual Report, be sure the following modules in PSS have been updated:

➢ **Outcomes** *(found under "Outcomes" on your PSS dashboard)*
  Ensure that SLO's and Success Outcomes are entered correctly.

➢ **Current Year Assessment** *(found under "My Projects" on your PSS dashboard)*
  Enter your unit's assessment results.
    Enter any actions taken based on those results.

➢ **Next Year Assessment** *(found under "My Projects" on your PSS dashboard)*
  Measures entered this year are automatically included in next year's Assessment. Make revisions for next year, if necessary.

Annual Report *(found under "My Projects" on your PSS dashboard)*

Section 1: Faculty Activities, Scholarship and Research
Scholarship and Research
- This section will be populated by IEP using aggregated data from individual faculty annual reports. No narrative is required.

Teaching
- This section will be populated by IEP using aggregated data from individual faculty annual reports. No narrative is required.

Individual Annual Report pdf Uploads
- This section will be populated by IEP as individual reports are submitted.   If individual reports are needed prior to June 30, please contact Tiffany Fuzak at fuzaktd@buffalostate.edu. No narrative is required.

Section 2: Outcomes Assessment
Results & Interpretation
- Outcomes and Measures are entered in the Assessment Plan and are included in this section of the Annual Report automatically.

Actions Items and Use of Results
- Action Plans are entered in the Assessment Plan and are included in this section of the Annual Report Automatically.
- Add a narrative to report on the impact and success of action items from last reporting year.

Section 3: Department Report

Enrollment and Recruitment

- What are the trends with enrollment in your programs over the course of the review cycle? How does this compare to institutional trends or similar programs on campus?
- Describe recruitment efforts or goals such as increased enrollment or diversity. Have these initiatives been successful?
- What changes in course offering frequency or curriculum are planned or have been implemented to ensure adequate enrollment in courses and prevention of barriers to graduation for students?

Retention

- Has student retention remained in an acceptable range over the course of the review cycle?
- What specific actions have been taken. or are planned, to increase retention of students in your courses or programs?

Completion

- How many students are graduating from the programs? Have the completion rates been in line with expectations?
- Describe findings resulting from exit surveys or program alumni surveys that were conducted over the course of the cycle.

Advising

- What advising mechanism is in place for students?