**Brooks College Unit Annual Report Template**

**The purposes of the unit annual reports are to provide relevant information for:**

1. The Brooks College annual report;
2. Making informed budget requests and allocations;
3. College marketing and communication;
4. Coordinating College programs and goals;
5. and other related activities.

**Name of Program and Academic year of the report:**

1. **Faculty and Staff. New hires, resignations, number of student employees and total student employee hours; number of regular staff.**

 A chart showing numbers over the past 5 years would be helpful.

1. **Enrollment or # visits by students, etc. se.**

 Provide charts showing number of majors/minors by semester for the past 5 years and number of student credit hours in courses with the program prefix.

 For academic programs, total number of course sections, # of sections taught by adjuncts, # taught by visitors over the past 5 years would be helpful.

 For nonacademic programs (e.g. don’t deliver a major, minor, or undergraduate certificate), please provide data appropriate to your programs.

1. **Programs/events organized, hosted, or sponsored.** Also include on-campus partners.
2. **Community partners and nature of the partnership.**
3. **New initiatives or projects over the past year and progress made.**
4. **Achievement awards to students, faculty, staff, or programs.**
5. **Looking forward to the next academic year:** Program goals for the year? New projects or initiatives? Challenges/issues? Special programming or student opportunities for which external fundraising is likely to be attractive to donors?