

Reporting Matrix

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Reports on Faculty	2008-09 Retention Survey	Record of faculty for 2008-09 (# employed, hired, retirement, denied tenure / renewal, no longer employed, anticipated hires, etc.)	October 23, 2009	Deans / Department Heads	IEA will activate and distribute survey in August 2009
	Verification of Faculty Headcounts	List of departmental faculty included in DDIs	November 16, 2009	Deans / Academic Department Heads	On November 2, 2009, IEA provides draft list of faculty for departmental verification
Departmental Performance Review	Research, Creative & Scholarly Activities and Service Activities	Counts of 2008-09 activities for DDIs	January 15, 2010	Deans / Academic Department Heads	On November 2, 2009, IEA provides templates for data entry
	Departmental Dashboard Indicators	Completion of 2008-09 DDIs		IEA	On February 26, 2010 IEA distributes completed DDIs for Department Performance Reviews, excluding research expenditures and any data not yet submitted by departments
	Departmental Performance Review (except programs undergoing BoG Program Review)	Evaluation of department's performance in 2008-09	April 26, 2010 (to the Provost)	Deans	
	Program Review Reports	Seven-year program review for Fine Arts	March 22, 2010 (to the Provost)	Dean, College of Arts & Letters	

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Assessment	Assessment REPORT on prior academic year (2008-09) for undergraduate ALC's, graduate degree programs, and student support programs	These reports provide documentation on the implementation of Academic Learning Compacts which are required by FLBOG. SACS requires evidence of continuous improvement in student learning outcomes, academic and support staff programs.	September 10, 2009	Academic department chairs and faculty with assessment reporting responsibilities	Department chairs and faculty review and discuss Assessment Reports with a forward look towards improving learning outcomes
	Assessment PLAN for current (2009-10) academic year for undergraduate ALC's, graduate degree programs, and student support programs	Florida and SACS mandate plans with clear linkages to student learning outcomes and program effectiveness.	October 1, 2009	Academic department chairs and faculty with assessment reporting responsibilities	Assessment director will consult with departments during preparation of plans. Current plans should build on last year's report.
	Feedback Sheet to reporting programs	Feedback on prior year's reports and plans for current year	October 23, 2009	University Director of Assessment and Faculty Assessment Committee	Assessment Director will provide Feedback Sheet by October 23, 2009 if academic department completes Assessment Plan by October 1, 2009.
	Review and revise (as needed) Assessment Report for prior year and plans for current year	Final review and revision of departmental Assessment Reports and Plans	December 5, 2009	Academic department chairs and faculty with assessment reporting responsibilities	The focus should be on how the department can use the data results for continuous improvement in student learning outcomes
	Research, Creative & Scholarly Activities and Service Activities Plan	Develop Service / Research Plan for 2009-10 academic year	October 15, 2009	Deans and department chairs	Department chairs develop the Service / Research Plans
	Research, Creative & Scholarly Activities and Service Activities Report	Report on research and service outcomes for prior year (academic year 2008-09)	January 30, 2010	Deans and department chairs	Department chairs and Deans review the Service / Research Reports

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Strategic Planning	Graduate Student Stipend Report	OSU study of graduate student stipends	December 4, 2009	Academic Department Heads	Used to report progress for Strategic Plan Goal 3, Objective 4
FAIR (Faculty Academic Information Reporting)	Summer Activity Report	Faculty activity report for summer, 2009	December 18, 2009	Academic Department Heads	By October 13, 2009, data is provided by IEA for report completion.
	Fall Activity Report	Faculty activity report for fall, 2009	April 2, 2010	Academic Department Heads	By November 1, 2009, data is provided by IEA for report completion.
	Spring Activity Report	Faculty activity report for spring, 2010	July 17, 2010	Academic Department Heads	By March 16, 2010, data is provided by IEA for report completion.
	Final Activity Report Close-out, 2008-09	Faculty activity reports are finalized for state reporting	August 31, 2009	Academic Department Heads and IEA	
	Annual Faculty Assignments	2009-10 faculty assignments are entered into FAIR	September 18, 2009	Academic Department Heads	
Student Satisfaction Survey	Survey of currently-enrolled students	Biennial collection of student information in classes	March 30, 2011	Instructor in sampled classes	IEA provides notice to instructors in sampled classes by January 2011
Graduating Senior Survey	Survey of graduating seniors	Online survey distributed to graduating seniors	Summer 09 - June 22, Fall 09 - October 12, Spring 10 - March 15	IEA	IEA sends our survey link to graduating seniors
Economic Impact	Visitor Information	Collection of information on visitors to FAU from inside / outside the service area	Ongoing	All FAU departments and program	

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
National Survey of Student Engagement	NSSE	Online survey distributed to freshmen and seniors	April 2010	IEA	Survey is administered through NSSE with results arriving in August 2010.

Reporting Matrix Alphabetically by Report or Survey

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Reports on Faculty	2008-09 Retention Survey	Record of faculty for 2008-09 (# employed, hired, retirement, denied tenure / renewal, no longer employed, anticipated hires, etc.)	October 23, 2009	Deans / Department Heads	IEA will activate and distribute survey in August 2009
FAIR (Faculty Academic Information Reporting)	Annual Faculty Assignments	2009-10 faculty assignments are entered into FAIR	September 18, 2009	Academic Department Heads	
Assessment	Assessment PLAN for current (2009-10) academic year for undergraduate ALC's, graduate degree programs, and student support programs	Florida and SACS mandate plans with clear linkages to student learning outcomes and program effectiveness.	October 1, 2009	Academic department chairs and faculty with assessment reporting responsibilities	Assessment director will consult with departments during preparation of plans. Current plans should build on last year's report.
Assessment	Assessment REPORT on prior academic year (2008-09) for undergraduate ALC's, graduate degree programs, and student support programs	These reports provide documentation on the implementation of Academic Learning Compacts which are required by FLBOG. SACS requires evidence of continuous improvement in student learning outcomes, academic and support staff programs.	September 10, 2009	Academic department chairs and faculty with assessment reporting responsibilities	Department chairs and faculty review and discuss Assessment Reports with a forward look towards improving learning outcomes

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Departmental Performance Review	Departmental Dashboard Indicators	Completion of 2008-09 DDIs		IEA	On February 26, 2010 IEA distributes completed DDIs for Department Performance Reviews, excluding research expenditures and any data not yet submitted by departments
Departmental Performance Review	Departmental Performance Review (except programs undergoing BoG Program Review)	Evaluation of department's performance in 2008-09	April 26, 2010 (to the Provost)	Deans	
FAIR (Faculty Academic Information Reporting)	Fall Activity Report	Faculty activity report for fall, 2009	April 2, 2010	Academic Department Heads	By November 1, 2009, data is provided by IEA for report completion.
Assessment	Feedback Sheet to reporting programs	Feedback on prior year's reports and plans for current year	October 23, 2009	University Director of Assessment and Faculty Assessment Committee	Assessment Director will provide Feedback Sheet by October 23, 2009 if academic department completes Assessment Plan by October 1, 2009.
FAIR (Faculty Academic Information Reporting)	Final Activity Report Close-out, 2008-09	Faculty activity reports are finalized for state reporting	August 31, 2009	Academic Department Heads and IEA	
Strategic Planning	Graduate Student Stipend Report	OSU study of graduate student stipends	December 4, 2009	Academic Department Heads	Used to report progress for Strategic Plan Goal 3, Objective 4
National Survey of Student Engagement	NSSE	Online survey distributed to freshmen and seniors	April 2010	IEA	Survey is administered through NSSE with results arriving in August 2010.

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Departmental Performance Review	Program Review Reports	Seven-year program review for Fine Arts	March 22, 2010 (to the Provost)	Dean, College of Arts & Letters	
Departmental Performance Review	Research, Creative & Scholarly Activities and Service Activities	Counts of 2008-09 activities for DDIs	January 15, 2010	Deans / Academic Department Heads	On November 2, 2009, IEA provides templates for data entry
Assessment	Research, Creative & Scholarly Activities and Service Activities Plan	Develop Service / Research Plan for 2009-10 academic year	October 15, 2009	Deans and department chairs	Department chairs develop the Service / Research Plans
Assessment	Research, Creative & Scholarly Activities and Service Activities Report	Report on research and service outcomes for prior year (academic year 2008-09)	January 30, 2010	Deans and department chairs	Department chairs and Deans review the Service / Research Reports
Assessment	Review and revise (as needed) Assessment Report for prior year and plans for current year	Final review and revision of departmental Assessment Reports and Plans	December 5, 2009	Academic department chairs and faculty with assessment reporting responsibilities	The focus should be on how the department can use the data results for continuous improvement in student learning outcomes
FAIR (Faculty Academic Information Reporting)	Spring Activity Report	Faculty activity report for spring, 2010	July 17, 2010	Academic Department Heads	By March 16, 2010, data is provided by IEA for report completion.
FAIR (Faculty Academic Information Reporting)	Summer Activity Report	Faculty activity report for summer, 2009	December 18, 2009	Academic Department Heads	By October 13, 2009, data is provided by IEA for report completion.
Student Satisfaction Survey	Survey of currently-enrolled students	Biennial collection of student information in classes	March 30, 2011	Instructor in sampled classes	IEA provides notice to instructors in sampled classes by January 2011
Graduating Senior Survey	Survey of graduating seniors	Online survey distributed to graduating seniors	Summer 09 - June 22, Fall 09 - October 12, Spring 10 - March 15	IEA	IEA sends our survey link to graduating seniors

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Departmental Performance Review	Verification of Faculty Headcounts	List of departmental faculty included in DDIs	November 16, 2009	Deans / Academic Department Heads	On November 2, 2009, IEA provides draft list of faculty for departmental verification
Economic Impact	Visitor Information	Collection of information on visitors to FAU from inside / outside the service area	Ongoing	All FAU departments and program	

Reporting Matrix by Report Due Date

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
FAIR (Faculty Academic Information Reporting)	Final Activity Report Close-out, 2008-09	Faculty activity reports are finalized for state reporting	August 31, 2009	Academic Department Heads and IEA	
Assessment	Assessment REPORT on prior academic year (2008-09) for undergraduate ALC's, graduate degree programs, and student support programs	These reports provide documentation on the implementation of Academic Learning Compacts which are required by FLBOG. SACS requires evidence of continuous improvement in student learning outcomes, academic and support staff programs.	September 10, 2009	Academic department chairs and faculty with assessment reporting responsibilities	Department chairs and faculty review and discuss Assessment Reports with a forward look towards improving learning outcomes
FAIR (Faculty Academic Information Reporting)	Annual Faculty Assignments	2009-10 faculty assignments are entered into FAIR	September 18, 2009	Academic Department Heads	
Assessment	Assessment PLAN for current (2009-10) academic year for undergraduate ALC's, graduate degree programs, and student support programs	Florida and SACS mandate plans with clear linkages to student learning outcomes and program effectiveness.	October 1, 2009	Academic department chairs and faculty with assessment reporting responsibilities	Assessment director will consult with departments during preparation of plans. Current plans should build on last year's report.
Assessment	Research, Creative & Scholarly Activities and Service Activities Plan	Develop Service / Research Plan for 2009-10 academic year	October 15, 2009	Deans and department chairs	Department chairs develop the Service / Research Plans

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Reports on Faculty	2008-09 Retention Survey	Record of faculty for 2008-09 (# employed, hired, retirement, denied tenure / renewal, no longer employed, anticipated hires, etc.)	October 23, 2009	Deans / Department Heads	IEA will activate and distribute survey in August 2009
Assessment	Feedback Sheet to reporting programs	Feedback on prior year's reports and plans for current year	October 23, 2009	University Director of Assessment and Faculty Assessment Committee	Assessment Director will provide Feedback Sheet by October 23, 2009 if academic department completes Assessment Plan by October 1, 2009.
Departmental Performance Review	Verification of Faculty Headcounts	List of departmental faculty included in DDIs	November 16, 2009	Deans / Academic Department Heads	On November 2, 2009, IEA provides draft list of faculty for departmental verification
Strategic Planning	Graduate Student Stipend Report	OSU study of graduate student stipends	December 4, 2009	Academic Department Heads	Used to report progress for Strategic Plan Goal 3, Objective 4
Assessment	Review and revise (as needed) Assessment Report for prior year and plans for current year	Final review and revision of departmental Assessment Reports and Plans	December 5, 2009	Academic department chairs and faculty with assessment reporting responsibilities	The focus should be on how the department can use the data results for continuous improvement in student learning outcomes
FAIR (Faculty Academic Information Reporting)	Summer Activity Report	Faculty activity report for summer, 2009	December 18, 2009	Academic Department Heads	By October 13, 2009, data is provided by IEA for report completion.
Departmental Performance Review	Research, Creative & Scholarly Activities and Service Activities	Counts of 2008-09 activities for DDIs	January 15, 2010	Deans / Academic Department Heads	On November 2, 2009, IEA provides templates for data entry
Assessment	Research, Creative & Scholarly Activities and Service Activities Report	Report on research and service outcomes for prior year (academic year 2008-09)	January 30, 2010	Deans and department chairs	Department chairs and Deans review the Service / Research Reports

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Departmental Performance Review	Program Review Reports	Seven-year program review for Fine Arts	March 22, 2010 (to the Provost)	Dean, College of Arts & Letters	
National Survey of Student Engagement	NSSE	Online survey distributed to freshmen and seniors	April 2010	IEA	Survey is administered through NSSE with results arriving in August 2010.
FAIR (Faculty Academic Information Reporting)	Fall Activity Report	Faculty activity report for fall, 2009	April 2, 2010	Academic Department Heads	By November 1, 2009, data is provided by IEA for report completion.
Departmental Performance Review	Departmental Performance Review (except programs undergoing BoG Program Review)	Evaluation of department's performance in 2008-09	April 26, 2010 (to the Provost)	Deans	
FAIR (Faculty Academic Information Reporting)	Spring Activity Report	Faculty activity report for spring, 2010	July 17, 2010	Academic Department Heads	By March 16, 2010, data is provided by IEA for report completion.
Economic Impact	Visitor Information	Collection of information on visitors to FAU from inside / outside the service area	Ongoing	All FAU departments and program	
Graduating Senior Survey	Survey of graduating seniors	Online survey distributed to graduating seniors	Summer 09 - June 22, Fall 09 - October 12, Spring 10 - March 15	IEA	IEA sends our survey link to graduating seniors
Student Satisfaction Survey	Survey of currently-enrolled students	Biennial collection of student information in classes	March 30, 2011	Instructor in sampled classes	IEA provides notice to instructors in sampled classes by January 2011
Departmental Performance Review	Departmental Dashboard Indicators	Completion of 2008-09 DDIs		IEA	On February 26, 2010 IEA distributes completed DDIs for Department Performance Reviews, excluding research expenditures and any data not yet submitted by departments