

# Reporting Matrix

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
<b>Reports on Faculty</b>	2010-11 Retention Survey	Record of faculty for 2010-11 (# employed, hired, retirement, denied tenure / renewal, no longer employed, anticipated hires, etc.)	October 21, 2011	Deans / Department Heads	IEA will activate and distribute survey in August 2011
	Verification of Faculty Headcounts	List of departmental faculty included in DDIs	November 14, 2011	Deans / Academic Department Heads	On November 1, 2011, IEA provides draft list of faculty for departmental verification
<b>Departmental Performance Review</b>	Research, Creative & Scholarly Activities and Service Activities	Counts of 2009-10 activities for DDIs	January 12, 2012	Deans / Academic Department Heads	On November 1, 2011, IEA provides templates for data entry
	Departmental Dashboard Indicators	<a href="#">Completion of 2009-10 DDIs</a>		IEA	On February 25, 2011 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 2009-10	April 25, 2011 (to the Provost)	Deans	
	Program Review Reports	Seven-year program (2011-12) review	March 26, 2012	Deans, Arts & Letters, Nursing and Honors College	
	Program Review Reports	Seven-year program (2010-11) review for Engineering, Computer Science and Biomedical Sciences	March 21, 2011 (Rev. 8/30/11) (to the Provost)	Dean, Engineering and Biomedical Sciences	

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
<b>Assessment</b>	Assessment REPORT on prior academic year (2010-11) 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.	Between June 30, 2011 and September 1, 2011	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 (2011-12) 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.	September 23, 2011	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 21, 2011	University Director of Assessment and Faculty Assessment Committee	Assessment Director will provide Feedback Sheet by October 21, 2011 if academic department completes Assessment Plan by September 23, 2011.
	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	November 4, 2011	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 2011-12 academic year	October 26, 2011	Deans and department chairs	Department chairs develop the Service / Research Plans

<b>Cluster</b>	<b>Report or Survey</b>	<b>Description</b>	<b>Date due to IEA</b>	<b>Responsible person(s)</b>	<b>Comments</b>
<b>Assessment</b>	Research, Creative & Scholarly Activities and Service Activities Report	Report on research and service outcomes for prior year (academic year 2010-11)	January 31, 2012	Deans and department chairs	Department chairs and Deans review the Service / Research Reports
<b>Strategic Planning</b>	Graduate Student Stipend Report	OSU study of graduate student stipends	December 2, 2011	Academic Department Heads	Used to report progress for Strategic Plan Goal 3, Objective 4
<b>FAIR (Faculty Academic Information Reporting)</b>	Summer Activity Report	Faculty activity report for summer, 2011	January 20, 2012	Academic Department Heads	By October 17, 2011, data is provided by IEA for report completion.
	Fall Activity Report	Faculty activity report for fall, 2011	April 6, 2012	Academic Department Heads	By November 14, 2011, data is provided by IEA for report completion.
	Spring Activity Report	Faculty activity report for spring, 2012	July 13, 2012	Academic Department Heads	By March 12, 2012, data is provided by IEA for report completion.
	Final Activity Report Close-out, 2011-12	Faculty activity reports are finalized for state reporting	August 31, 2012	Academic Department Heads and IEA	
	Annual Faculty Assignments	2011-12 faculty assignments are entered into FAIR		Academic Department Heads	
<b>Student Satisfaction Survey</b>	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
<b>Graduating Senior Survey</b>	Survey of graduating seniors	Online survey distributed to graduating seniors	Summer 11 - June 13, Fall 11 - October 3, Spring 12 - March 12	IEA	IEA sends our survey link to graduating seniors
<b>Economic Impact</b>	<a href="#">Visitor Information</a>	Collection of information on visitors to FAU from inside / outside the service area	Ongoing	All FAU departments and program	

## Reporting Matrix Alphabetically by Report or Survey

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Reports on Faculty	2010-11 Retention Survey	Record of faculty for 2010-11 (# employed, hired, retirement, denied tenure / renewal, no longer employed, anticipated hires, etc.)	October 21, 2011	Deans / Department Heads	IEA will activate and distribute survey in August 2011
FAIR (Faculty Academic Information Reporting)	Annual Faculty Assignments	2011-12 faculty assignments are entered into FAIR		Academic Department Heads	
Assessment	Assessment PLAN for current (2011-12) 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.	September 23, 2011	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 (2010-11) 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.	Between June 30, 2011 and September 1, 2011	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	<u>Completion of 2009-10 DDIs</u>		IEA	On February 25, 2011 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 2009-10	April 25, 2011 (to the Provost)	Deans	
FAIR (Faculty Academic Information Reporting)	Fall Activity Report	Faculty activity report for fall, 2011	April 6, 2012	Academic Department Heads	By November 8, 2010, 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 21, 2011	University Director of Assessment and Faculty Assessment Committee	Assessment Director will provide Feedback Sheet by October 21, 2011 if academic department completes Assessment Plan by September 23, 2011.
FAIR (Faculty Academic Information Reporting)	Final Activity Report Close-out, 2011-12	Faculty activity reports are finalized for state reporting	August 31, 2012	Academic Department Heads and IEA	
Strategic Planning	Graduate Student Stipend Report	OSU study of graduate student stipends	December 2, 2011	Academic Department Heads	Used to report progress for Strategic Plan Goal 3, Objective 4
Departmental Performance Review	Program Review Reports	Seven-year program (2011-12) review	March 26, 2012	Deans, Arts & Letters, Nursing and Honors College	

Cluster	Report or Survey	Description	Date due to IEA	Responsible person(s)	Comments
Departmental Performance Review	Program Review Reports	Seven-year program (2010-11) review for Engineering, Computer Science and Biomedical Sciences	March 21, 2011 (Rev. 8/30/11) (to the Provost)	Dean, Engineering and Biomedical Sciences	
Departmental Performance Review	Research, Creative & Scholarly Activities and Service Activities	Counts of 2009-10 activities for DDIs	January 12, 2012	Deans / Academic Department Heads	On November 1, 2011, IEA provides templates for data entry
Assessment	Research, Creative & Scholarly Activities and Service Activities Plan	Develop Service / Research Plan for 2011-12 academic year	October 26, 2011	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 2010-11)	January 31, 2012	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	November 4, 2011	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, 2012	July 13, 2012	Academic Department Heads	By March 14, 2011, data is provided by IEA for report completion.
FAIR (Faculty Academic Information Reporting)	Summer Activity Report	Faculty activity report for summer, 2011	January 20, 2012	Academic Department Heads	By October 18, 2010, 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

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Graduating Senior Survey	Survey of graduating seniors	Online survey distributed to graduating seniors	Summer 11 - June 13, Fall 11 - October 3, Spring 12 - March 12	IEA	IEA sends our survey link to graduating seniors
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Economic Impact	<u>Visitor Information</u>	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
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Departmental Performance Review	Program Review Reports	Seven-year program (2010-11) review for Engineering, Computer Science and Biomedical Sciences	March 21, 2011 (Rev. 8/30/11) (to the Provost)	Dean, Engineering and Biomedical Sciences	
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
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