**College of Arts and Sciences
Department Administrative Report**

**Calendar Year 2023**

**Name: Department:**

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Department Heads have numerous responsibilities. Please provide detail on how you have managed your department and faculty in the following areas, including successes and areas for improvement. Please provide progress towards your department’s Strategic Plan.

# Administrative Activities

List and briefly describe your major **activities,** **accomplishments,** and **challenges** in the area of departmental administration for the reporting period.

## General Administration

* Management of Personnel:
* Budgets and Funding:
* Other General Administrative Tasks:

## Students

* Scheduling and Curricula:
* Recruitment and Retention:
* Other General Student Administration Tasks:

## Faculty Members

* Faculty Mentoring and Development:
* Other General Faculty Administration Tasks:

## Other Administrative Activities and Accomplishments

# Goals for Calendar Year 2024

Identify preliminary goals that the department intends to pursue for 2024. Please include at least one goal associated to the institutional focus on Student Retention & Success. Please also address in your goals the data provided concerning the department (separate data report should be available in early December).

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_