

SACS: One Possible Step by Step Approach to the Annual Report

- Gather together the information about your program during the past year. Remember that you have previously informed the UM SACS folks what this information is and how you would collect it. They call it “data.” The more objective the information is, the better.
- Apportion the workload of reviewing the collected information among the faculty associated with your program. Have them prepare a report to present to the program faculty.
- Convene a meeting of the program faculty to discuss what has been found in the reviews of the collected information.
- At the meeting, produce a list of improvements to make to the program that reflect what you have found in your information. These shouldn’t be giant curricular changes, but things like requirements in lessons, operations of the jury, preparing students for recitals, formalizing the way faculty help students in preparing their required documents, methods to improve recruiting, increase the number of written comments on audition and jury sheets, identify additional information to be collected next year, etc.
- Write up what you have accomplished as a single page with three sections: (1) Data Collected and Reviewed, (2) Method of Reviewing the Data and Reaching Conclusions, and (3) Improvements to be Made. Any similar such titles for these divisions would be fine.