

UC Santa Barbara

Division of Student Affairs

Elements for the 2023-24 Annual Report

Submission Specifications:

- Word File with all Text. Word Count Total: **350 MAXIMUM**
- Excel File with raw data (Sample charts okay, but Raw data is required)
- JPEG Files for High-resolution (500kb or more) photos

Element	Description
Headline Statements in regard to: "Preparing the next generation of leaders"	What is this page about? Briefly describe the impact of your department's efforts. Provide a: <ul style="list-style-type: none"> ● Headline ● Sub-headline
<i>What is/are your Department's Effort(s)?</i>	<i>Describe ways your department is preparing students for life after UCSB:</i> <i>Examples/Ideas:</i> <ul style="list-style-type: none"> ● <i>Impact of student staff development and training</i> ● <i>How your services provide students with "transferable skills" (i.e. assessment, technology, service, etc.)</i> ● <i>Work/life balance and productivity models/examples/enhancements that benefit students</i> ● <i>Impact of efforts toward responsible leadership in areas of global impact (i.e. sustainability, social justice, technology, etc.).</i> ● <i>Impact of collaborations with non-UCSB entities that benefit students</i>
What is/are the impact of your effort(s)?	Qualitative or Quantitative data Include data, testimonials, pictures, charts, etc. about how efforts have changed based on your department's strategic planning goals or highlight the impact of the department effort.
Department Services (in general; not specific to this year's theme) By the Numbers Highlights	<ol style="list-style-type: none"> 1. Description of general department services 2. By the Numbers <ul style="list-style-type: none"> ● Service utilization data (especially new data) ● Qualitative or Quantitative data that show impact of services 3. Department Highlight/Big Point of Pride

Tasks and Timeline

Review the theme: <i>“Preparing the Next Generation of Leaders”</i>	Submission due dates & items are in BOLD
Describe ways your department is preparing students for life after UCSB: <i>Examples/Ideas:</i> <ul style="list-style-type: none"> ● <i>Impact of student staff development and training</i> ● <i>How your services provide students with “transferable skills” (i.e. assessment, technology, service, etc.)</i> ● <i>Work/life balance and productivity models/examples/enhancements that benefit students</i> ● <i>Impact of efforts toward responsible leadership in areas of global impact (i.e. sustainability, social justice, technology, etc.).</i> ● <i>Impact of collaborations with non-UCSB entities that benefit students</i> 	
Select evidence of impact Qualitative/Quantitative data (quotes, photos, graphs, etc.)	
Select the department general services not necessarily specific to the theme for any additional content such as “By the numbers” data, services or highlights to be presented. Consider the Design: Text, Bullets, etc.	
Complete the preliminary draft <ul style="list-style-type: none"> ● Word File with all Text. Word Count Total: 350 ● Excel File with raw data (Sample charts okay, but Raw data is required) ● JPEG Files for High-resolution (500kb or more) photos (include Photo credit) 	March 7
Meet with buddy and incorporate feedback	April 1
Revise Draft for final submission	
Complete the final draft for deadline—submit Student Affairs Annual Report BOX <ul style="list-style-type: none"> ● Word File with all Text. Word Count Total: 350 ● Excel File with raw data (Sample charts okay, but Raw data is required) ● JPEG Files for High-resolution (500kb or more) photos (include Photo credit) 	April 15
Control Point Approval via initials in file names at Student Affairs Annual Report BOX	May 1
Design Proof available for review Department should Finalize the data (year-end numbers including data from the previous quarter)	June 1
Final Approval <ul style="list-style-type: none"> ● Department ● Control Point Final Approval 	July 1