

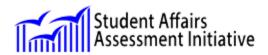
UC Santa Barbara Division of Student Affairs

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

ription
t is this page about? Briefly describe the impact of department's efforts. Provide a: Headline Sub-headline
ribe ways your department is preparing students for after UCSB: Imples/Ideas: Impact of student staff development and training How your services provide students with "transferable skills" (i.e. assessment, technology, service, etc.) Work/life balance and productivity models/examples/enhancements that benefit students Impact of efforts toward responsible leadership in areas of global impact (i.e. sustainability, social justice, technology, etc.). Impact of collaborations with non-UCSB entities that benefit students
itative or Quantitative data de data, testimonials, pictures, charts, etc. about how ts have changed based on your department's egic planning goals or highlight the impact of the artment effort.
 Description of general department services By the Numbers Service utilization data (especially new data) Qualitative or Quantitative data that show impact of services Department Highlight/Big Point of Pride



Tasks and Timeline

Review the theme: "Propaging the Next Congretion of Londors"	Submission due dates & items
"Preparing the Next Generation of Leaders"	are in BOLD
Describe ways your department is preparing students for life after UCSB :	
Examples/Ideas:	
 Impact of student staff development and training How your services provide students with "transferable skills" (i.e. 	
assessment, technology, service, etc.)	
 Work/life balance and productivity models/examples/enhancements that 	
benefit students	
 Impact of efforts toward responsible leadership in areas of global impact (i.e. sustainability, social justice, technology, etc.). 	
 Impact of collaborations with non-UCSB entities that benefit students 	
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	March 7
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• JPEG Files for High-resolution (500kb or more) photos (include Photo credit)	
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 • Word File with all Text. Word Count Total: 350	April 15
 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)	
Control Point Approval via initials in file names at Student Affairs Annual Report BOX	May 1
Design Proof available for review	June 1
Department should Finalize the data (year-end numbers including data from the	
previous quarter)	
Final Approval	
• •	July 1
 Department Control Point Final Approval 	July 1