Mission / Purpose
The University of West Alabama Department of Fine Arts provides students with the knowledge and technical skill needed to become active practitioners in the arts as well as engaged members of the artistic community. Through hands on instruction in the classroom and a myriad of artistic showcases, the Fine Arts Department creates a forum for students, faculty, and members of the Livingston community to engage and appreciate the arts.

I. Goals and Student Learning Outcomes/Objectives, with Related Measures, Targets, Findings, and Action Plans

A. Goal: Address the major educational issues of the region
   Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive image of the institution and the area.

1. Outcome: Capstone Project
   Students will synthesize their creative knowledge in their areas of concentration through the execution of multidisciplinary presentations of material relating to the social, economic, political, and artistic issues of the Black Belt region.

   a. Measure: Provide students with performance outlets
      The Fine Arts Department will sponsor at least six performance opportunities for students to put into practice the skill sets developed through classroom instruction.

      1. Achievement Target:
         The Fine Arts Department will sponsor at least six performances that focus on showcasing student work.

      2. Findings (2011-2012) - Target: Met
         The Theatre Program sponsored two full productions which included thirty-one students. The Theatre Program also sponsored a staged-reading which included two students, and a collection of student directed one-acts which included fourteen students. The Choir Program sponsored two mainstage concerts which included seventy-five students. In addition, the choir and concert choir performed for numerous events both on campus and off over the course of the 2011-2012 school year. The Art Program sponsored a student showing which highlighted the work of twelve students. The Band Program performed throughout the fall semester and involved one-hundred and fifty students.

   2. Outcome: Creative Process Documentation
      Students will be able to articulate an ethical and artistic framework for their continued development through the documentation of their creative process.
a. **Measure: Creative Process Portfolio**

In order to empower students to continue their artistic growth, they will create a portfolio chronicling their work in the Fine Arts Department. To be included in this portfolio are statements of artistic vision, photos or recordings of performances, research papers, visual representations of their work (i.e. photos, drawings, sculptures, etc) and a documentation of the student's creative process.

1. **Achievement Target:**
   Students will submit their portfolios to a selected committee of Fine Arts Faculty for evaluation and review.

2. **Findings (2011-2012) - Target: Partially Met**

   The Department of Fine Arts has continued to collect and catalog student work for the review of portfolios. This year will provide the first opportunity to review student portfolios as the Interdisciplinary Arts Degree will produce its first graduates.

3. **Action Plans:**
   a. **Develop Portfolio Review Standards**
      In order to confidently and equitably evaluate student progress, the Department needs to develop rubrics and standards for evaluating graduating student portfolios.
      Established in Cycle: 2010-2011
      Implementation Status: In-Progress
      Priority: High
      Implementation Description: Establish a portfolio review committee. This committee will research portfolio review methodologies. This committee will also create a rubric for the assessment of portfolios at the University of West Alabama and establish the guidelines for portfolio submission.
      Projected Completion Date: 04/05/2013
      Responsible Person/Group: Department Chair / Portfolio Review Group
      Additional Resources Requested: None
      Budget Amount Requested: $0.00 (no request)

   b. **Portfolio Review Standards**
      In order to empower students to continue their artistic growth, they will create a portfolio chronicling their work in the Fine Arts Department. To be included in this portfolio are statements of artistic vision, photos or recordings of performances, research papers, visual representations of their work (i.e. photos, drawings, sculptures, etc) and a documentation of the student's creative process.
      Established in Cycle: 2011-2012
      Implementation Status: In-Progress
      Priority: High
      Implementation Description: The Portfolio Review Group will compile their research and finalize the rubric for evaluating portfolios submitted by Interdisciplinary Arts Degree candidates. The collection of materials will continue.
3. Outcome: Critical Thinking
Students who complete an introductory level class in the Fine Arts will be able to analyze, discuss, and contextualize a work of art or performance.

a. Measure: Play Presentation Project
Students in Introduction to Theatre will analyze a portion of a selected text and present that section in a manner of their choosing - this could be done through a reinterpretation and performance of the text, a new and creative contextualization of the text, or a lecture based presentation.

1. Achievement Target:
Student scores of 80% and above on the grading rubric.

2. Findings (2011-2012) - Target: Met
Students in the Summer 2011 Introduction to Theatre course averaged 88.6% on the project. Students in the Fall 2011 Introduction to Theatre course averaged 88.4% on the project. Students in the Spring 2012 Introduction to Theatre course averaged 83.6% on the project. Leading to an overall average of 86.9. The rubric for this assignment can be found in the document repository section.

4. Outcome: Integration of Aesthetic Values
Students will demonstrate an understanding of the Fine Arts by the application of the creative aesthetic values of their areas of concentration to a variety of projects and artistic endeavors.

a. Measure: Provide students with performance outlets
The Fine Arts Department will sponsor at least six performance opportunities for students to put into practice the skill sets developed through classroom instruction.

1. Achievement Target:
Student performances will be evaluated by faculty members on the basis of their technical execution and ability to articulate their artistic concepts through the presentation of their work.

2. Findings (2011-2012) - Target: Partially Met
The Theatre component of the Fine Arts Department has begun developing rubrics for classroom evaluation in Acting I and Acting II. These will help serve as a template for the continued development of evaluation standards for both Art and Music.

3. Action Plans:
   a. Develop Performance Standards
      With the formalization of the Fine Arts Department that accompanies the addition of a new degree program, greater attention needs to be paid to
the evaluation and recording of Fine Arts Department performances. Students have been evaluated on their work in the performances or showcases, but this has transpired in an impromptu manner.

**Established in Cycle:** 2010-2011  
**Implementation Status:** In-Progress  
**Priority:** High  
**Implementation Description:** Form a committee to develop performance evaluation standards, research other methods of performance evaluation that occurs at benchmark institutions, re-evaluate any existing rubrics and discuss the potential of developing new rubrics or alternative means of evaluation, implement a standardized evaluation methodology and practice, and finally, record and track student evaluations.  
**Projected Completion Date:** 12/09/2012  
**Responsible Person/Group:** Department Chair / Performance Evaluation Committee  
**Additional Resources Requested:** None at this time  
**Budget Amount Requested:** $0.00 (no request)

b. **Performance Standards**  
With the creation of a new Interdisciplinary Arts Degree, the Fine Arts Department will create performance evaluation standards and rubrics for application in performance based courses. This will provide for better documentation and tracking of student progress.  
**Established in Cycle:** 2011-2012  
**Implementation Status:** Planned  
**Priority:** High  
**Implementation Description:** The Performance Standards Committee will meet, discuss the rubrics created by the Theatre Program for Acting courses, and create rubrics for studio based Art courses, and performance based music courses.  
**Projected Completion Date:** 12/09/2012  
**Responsible Person/Group:** Fine Arts Chair / Performance Standards Committee

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**II. Goals and Other Outcomes/Objectives, Related Measures, Targets, Findings, and Action Plans**

**A. Goal: Address the major educational issues of the region**  
Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive image of the institution and the area.

**1. Objective: Maintain quality fine arts programs.**  
The Department of Fine Arts will maintain quality programs of instruction in music and in the visual arts.

**a. Measure: Provide students with quality program offerings**  
The Department endeavors to provide students with quality program offerings and will investigate new course and program offerings as requested by departmental faculty and/or student demand. Discussions with faculty and students as well as possible focus groups and surveys will determine the need
to add courses and/or program offerings.

1. **Achievement Target:**
   Add new program offerings and/or courses as needed based on discussions with faculty and students, focus groups, and/or survey results.

2. **Findings (2011-2012) - Target: Not Met**
   The Department of Fine Arts faculty is currently re-evaluating the Interdisciplinary Arts curriculum and assessing the need for additional courses in both Music and Theatre.

3. **Action Plan:**
   **Interdisciplinary Arts Degree Review**
   In order to best serve the needs of our students, the Fine Arts Department is continuing to review and refine our new degree program.
   - **Established in Cycle:** 2011-2012
   - **Implementation Status:** In-Progress
   - **Priority:** High
   - **Implementation Description:** A committee has been formed to evaluate the program offerings. Surveys will be distributed to current and potential students to access curriculum needs. Research will also be done to compare our program with other similar degree programs.
   - **Responsible Person/Group:** Fine Arts Chair / Committee Chair
   - **Additional Resources Requested:** Potentially financial support for training or visitations to other institutions.
   - **Budget Amount Requested:** $2,000.00 (recurring)

b. **Measure: Course Evaluation Scores**
   Course evaluation scores on the question "I have become more competent in this area due to the course" will improve.

1. **Achievement Target:**
   3.5 or Higher

2. **Findings (2011-2012) - Target: Not Met**
   The over score for the question, "I have become more confident in this area due to this course." was a combined 3.4 for Introduction to Theatre, Introduction to Art, and Introduction to Music for the Spring 2012 semester and 3.4 for the Fall 2011 Semester. Leading to a 3.40 overall average. The following is an individual breakdown: Spring 2012 Introduction to Theatre - 3.4 Introduction to Art - 3.32 Introduction to Music - 3.56 Fall 2011 Introduction to Theatre - 3.5 Introduction to Art - 3.35 Introduction to Music - 3.375.

3. **Action Plans:**
   a. **Improve Intro to Art course evaluation score**
      Investigate ways to improve the course evaluation scores for Introduction to Art, focusing on the question - "I have become more competent in this area due to this course." Currently this area is the lowest of the three introductory classes.
Established in Cycle: 2010-2011  
Implementation Status: In-Progress  
Priority: Medium  
Implementation Description: Discuss the current approaches to teaching this course, research other approaches to teaching this course at benchmark institutions, and investigate the possibility of sending faculty to workshops to discover new teaching methodologies.  
Responsible Person/Group: Department Chair / Art Faculty  
Additional Resources Requested: None at this time, but travel monies may be needed at a later date.  
Budget Amount Requested: $0.00 (no request)

b. Improve Student Survey Scores
In seeking to continually improve our basic curriculum courses (TH 100, MU 100, AT 100), the Fine Arts Department will re-evaluate current teaching strategies applied to these courses.  
Established in Cycle: 2011-2012  
Implementation Status: Planned  
Priority: High  
Implementation Description: The professors that teach these courses will be identified and divided into cohorts, along with the Fine Arts Chair, to meet and discuss best teaching practices. One professor will be assigned as a "Lead Teacher" to document and oversee the implementation of the resulting best practices.  
Projected Completion Date: 05/12/2013  
Responsible Person/Group: Fine Arts Chair / Lead Teacher

III. Other Plans for Improvement

A. Purchase 26 additional replacement band uniforms
Purchase 26 additional replacement band uniforms  
Established in Cycle: 2009-2010  
Implementation Status: Finished  
Priority: High  
Implementation Description: Band Director will submit proposal to Chairperson  
Responsible Person/Group: Band Director  
Additional Resources Requested: Uniforms = approx. $462/each  
Budget Amount Requested: $12,000.00 (recurring)

B. Purchase two replacement pianos for practice rooms
Purchase two replacement pianos for practice rooms  
Established in Cycle: 2009-2010  
Implementation Status: In-Progress  
Priority: High  
Implementation Description: Piano faculty will submit request to Chairperson  
Responsible Person/Group: Piano faculty  
Budget Amount Requested: $15,000.00 (recurring)

C. Rebuild Steinway piano in Pruitt Hall 23
Rebuild Steinway piano in Pruitt Hall 23
Established in Cycle: 2009-2010
Implementation Status: In-Progress
Priority: High
Implementation Description: Piano faculty will submit a request to Chairperson
Responsible Person/Group: Piano faculty
Budget Amount Requested: $20,000.00 (recurring)

D. Rebuild two grand pianos in Pruitt Hall 25
Rebuild two grand pianos in Pruitt Hall 25 - (one piano was repaired, but not rebuilt)
Established in Cycle: 2009-2010
Implementation Status: In-Progress
Priority: Medium
Implementation Description: Music faculty will submit a request to Chairperson
Responsible Person/Group: Music faculty
Budget Amount Requested: $30,000.00 (recurring)

E. Investigate the possible creation of a Interdisciplinary Arts Degree
With no majors in the fine and performing arts available to them, UWA students with interests in the fine arts face limited opportunities to pursue their passions. Indeed, it is fair to say that we have a large number of talented students who are not receiving the professional nurturing and training that would be met by a more fully developed instructional program in the fine arts. Currently, the existing minors (art, music, and theatre, with creative writing soon to be added) operate in isolation from one another and are insufficient to meet the needs of students interested in pursuing a career in the arts. Moreover, the region UWA serves is a talent-rich area despite the often poorly funded arts programs in the area's high schools. This talent-and the accompanying level of interest-is indicated by the growth of many of our fine arts-related programs: the choir, with over fifty members, and the band, with some one-hundred and thirty members, are the largest in the University's history, and a new minor in theatre is attracting a great deal of attention, with last year's UWA Theatre performances boasting the largest casts in recent years.
Established in Cycle: 2010-2011
Implementation Status: Finished
Priority: High
Implementation Description: Conduct student surveys to gauge interest in the program. Research similar programs. Develop a curriculum for the major, and investigate the need for additional classes. Get approval from appropriate university academic groups. Get approval from the Alabama Council of Higher Education.
Responsible Person/Group: Department Chair
Additional Resources Requested: None at this time.
Budget Amount Requested: $0.00 (no request)

F. Maintaining the Interdisciplinary Arts Degree
In five years, the Alabama Council of Higher Education will conduct a review of the Interdisciplinary Arts Degree. One of the key components of this review is that the program will have have an average of six graduates per year for the first five
years. Consequently, recruiting students will become a high priority in the coming years. In addition, there will be a new focus on attracting students to the Department and the new degree program.

Established in Cycle: 2010-2011
Implementation Status: In-Progress
Priority: High

G. Department Technology
Department technology needs to be updating in order to stay current with new software and systems

Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High
Implementation Description: Assess current technology and needs
Projected Completion Date: 07/01/2013
Responsible Person/Group: Department Chair
Budget Amount Requested: $2,500.00 (recurring)

H. Hire a full-time Ph.D. in Music
Hire a full-time Ph.D. to help off-set the loss of a music faculty this past year. Also, with the pending approval of the Interdisciplinary Arts Degree, we need a second music faculty to help teach the required courses

Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High
Implementation Description: Submit faculty staffing plan
Projected Completion Date: 07/01/2013
Responsible Person/Group: Department Chair
Additional Resources Requested: Salary and Equipment
Budget Amount Requested: $61,579.00 (recurring)

I. Hire an MFA or Ph.D. holding Lecturer in Theatre
Due to the growth of the theatre program and the pending Interdisciplinary Arts Degree, we will need a second full-time theatre faculty to accommodate student needs.

Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High
Implementation Description: Submit faculty staffing plan
Projected Completion Date: 07/01/2013
Responsible Person/Group: Department Chair
Additional Resources Requested: Salary and Equipment
Budget Amount Requested: $40,439.00 (recurring)

J. Interdisciplinary Arts Degree Review
In order to best serve the needs of our students, the Fine Arts Department is continuing to review and refine our new degree program.

Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority:  High
Relationships (Measure | Outcome/Objective):
Measure: Provide students with quality program offerings | Outcome/Objective: Maintain quality fine arts programs.
Implementation Description: A committee has been formed to evaluate the program offerings. Surveys will be distributed to current and potential students to access curriculum needs. Research will also be done to compare our program with other similar degree programs.
Responsible Person/Group: Fine Arts Chair / Committee Chair
Additional Resources Requested: Potentially financial support for training or visitations to other institutions.
Budget Amount Requested: $2,000.00 (recurring)

K. Purchase New Kiln
The art program needs a new kiln.
Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Art faculty will submit a cost estimate and vendor
Projected Completion Date: 08/31/2011
Responsible Person/Group: Department Chair and Art Faculty
Budget Amount Requested: $3,000.00 (recurring)

IV. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)
In evaluating the various programs and initiatives in the University of West Alabama Fine Arts Department several strengths continue to emerge. What remains consistently true is the hands-on, application based nature of the department allows students to quickly and easily become involved in the Fine Arts at the University of West Alabama through a number of avenues. The theatre program has grown significantly over the past three years and is continuing to expand its season to include more performance opportunities and more diverse course offerings. This year saw a second joint venture between the Theatre Program and other components of the university through the production of staged readings of current plays that closely relate to other academic disciplines. The UWA Band has grown into one of the largest, most vibrant student groups on campus, currently boasting its largest contingent of members in over ten years. This growth has been so dynamic that the UWA Band has moved from Fine Arts to Student Affairs to better facilitate its needs. In addition, the UWA Choir has increased its numbers and the number of performances over the past three years. A second key strength is the dedication and commitment of the faculty to the students involved in Fine Arts and to the pursuit of their own artistic endeavors. This can be demonstrated by looking over the Faculty Achievement reports from the past year, and through the increased numbers of students involved within the Fine Arts Programs and the increase in Interdisciplinary Arts Majors. This has been achieved by the dedicated efforts of a relatively small faculty.
B. What specific weaknesses or challenges did your assessments show?  
(Weaknesses)
The single biggest weakness for the Department of Fine Arts at the University of West Alabama remains the current state of the facilities and equipment. While several key upgrades have, or are being implemented, this area needs continued attention. This is demonstrated by the need to upgrade and improve the caliber of pianos the Fine Arts Department utilizes for practice and performance, the continued need to upgrade Band and Choir uniforms, and the need to renovate both the Theatre Program performance spaces and the Art Studio spaces. Fortunately, there are currently renovations being completed on the Bibb Graves Auditorium. These upgrades will greatly improve the functionality and capabilities of this performance space for the UWA Theatre and Choir Programs.

C. What plans were implemented?  
This year the Department of Fine Arts was able to implement the following:  
Implement a new Interdisciplinary Arts Degree Program; Create a strategic plan for the continued renovation of the Bibb Graves Auditorium; Implement the first phase of the renovation plan for the Bibb Graves Auditorium; Purchase of new Band and Choir uniforms.

D. What plans were not implemented?  
The Department of Fine Arts was not able to implement: The purchase of new pianos; The rebuilding of existing pianos; Renovations to the Art Studio Spaces; The hiring of a new Music Faculty member and new Theatre Lecturer position; The purchase of Mac computers; The finalization of the creative process documentation and portfolio review process.

E. How will assessment results be used for continuous improvement?  
The assessment results continue to indicate a strong need to research funding avenues for the continued upgrading of department facilities. The department chair, choral director, Willie Williams, and new staff member, Anthony Johnson, are working to locate several grant possibilities. As the department continues to grow and expand it will be crucial to have the materials, facilities, and technology to meet current industry standards. In addition to continuing to address the physical needs of the department, with the implementation of the new degree program there will be a need for continued training of faculty to integrate the separate disciplines in new and creative ways. It is also imperative to hire new faculty positions, because the growth of the department is being slowed by the fact that the current faculty is quickly reaching the limits of their productivity and growth.

V. Annual Report Section Responses

A. Key Achievements
The UWA Fine Arts Department had another exciting year of transitions and growth. The addition of new staff member Anthony Johnson has boosted the performance levels of the UWA Theatre Program and also aided tremendously in the day-to-day operations of Bibb Graves Auditorium. While the Fine Arts Department welcomed a new member, it also had to say farewell to two others. Due to the tremendous growth of the UWA Band Program it was determined that their needs could be better served by moving to the Office of Student Affairs.
While their presence will be missed, this move should allow the UWA Band to continue to build upon its past success and reach new heights. The UWA Concert Choir and Singers have also increased their numbers leading to another high in membership with 70 participants, and 55 scholarship students in the Concert Choir and another 19 students participating in the UWA Singers. In addition to performing for both the Fall and Spring Commencement exercises, the choir performed for such events as the UWA Tree Lighting Ceremony, the Bank of York 100th Anniversary Celebration, The Face in the Courthouse Window, and numerous other off-campus events. The UWA Choir, under the direction of Mr. Willie Williams, put together one of the finest Christmas Concerts in recent memory, with attendance reaching over 400 for the event. In addition, the UWA Choir performed a Spring Concert and the Legacy Celebration to commemorate Black History Month. Mr. Williams was also busy serving as Musical Director for the UWA Theatre Program's production of Godspell and directing The Face in the Courthouse Window in Carrollton, AL.

The UWA Theatre program has continued to expand and increase its presence on The University of West Alabama's campus. This past season included a standing room only production of Picasso at the Lapin Agile, a staged reading of A Number, and a "house packing performance of Godspell. The Theatre Department has continued to see an increase in participation and interest in its programming. This was demonstrated perhaps most clearly by the staged reading of A Number by Carol Churchill. This reading was done in conjunction with the Psychology Department and the College of Natural Sciences and Mathematics. Of particular note this year was the fact that the first UWA student to complete the Theatre Minor graduated this Spring. Ms. Carolyn Mancuso completed the Theatre Minor in just its second year of availability. As the school year drew to a close, the theatre program is continuing to stay active as the first phase of renovations to the Bibb Graves Auditorium have gotten underway. This phase of the renovation process is slated to be finished by August 7th, 2012.

The Art Program has also been coordinating the student showcase, as well as actively pursuing showcases for their own work. This year's Student Art Show saw an exceptionally large crop of quality work and the exhibit was extremely well attended. Mr. Nick Davis also coordinated the purchase and installation of two new sculptures in the UWA Sculpture Garden.

The Fine Arts Faculty has also been very active within their disciplines. Mr. Arthur Grothe served as a respondent for the American College Theatre Festival and also was a VIP guest for the ACTF Region III Festival where he responded to numerous productions, was a judge for the NAP-AT Classical Acting Award, as well as performing in the Staged Reading of Laughing Stock.

Mr. Nick Davis exhibited his work at "Alabama's Finest", which was housed at the Gadsden Museum of Art in Gadsden, AL. Mr. Davis also had his work featured in "The Plastic Propaganda Poster Project" at Westminster College in Salt Lake City, UT and displayed his work as a part of Spring Art and Photography Show at the Coleman Center for the Arts in York, AL. Mr. Davis also served as Director of the Sumter County Fine Arts Council's Sculpture Exhibition and as Chair of the Art Committee for Sucarnochee Folk Life Festival.
Dr. Manley Blackwell served as adjudicator for the following music festivals; "Alabama Federation of Music Clubs District Festival" in Tuscaloosa, Alabama, the "Huntsville Music Teachers Association District Auditions" in Huntsville, Alabama. In addition, Dr. Blackwell has been busy performing for numerous university events, several recitals in conjunction with the University of Alabama's music program, and for the Sucarnochee Revue program.

Mr. Eric Larson has continued to perform with the Oak Ridge Symphony as the Principal Oboe, as well as being appointed Assistant Principal Oboe for the Manhattan Chamber Philharmonic. He also performed this year with the Bowling Green State University Drum Corps International performance in Bowling Green, Ohio. Mr. Larson also worked over 120 hours of volunteer disaster relief in Tuscaloosa, Alabama following last year's horrific tornado.

In keeping with the tradition of saving the best for last, Ms. Jessica Smith has been exhibiting her work not only in the states, but also oversees. She has had her work exhibited at the "Contemporary Exhibition" in Andenne, Belgium, the "Central Times Ceramics" in Peoria, Illinois, the "Valdosta National" in Valdosta, Georgia, "Tactile" in Dayton, Ohio, and "Mini-Works on Paper" in Jacksonville, Alabama. In addition Ms. Smith attended an Artist Residency in Port Townsend, Washington and was one of five international artists invited to the Emerging Artist Series in Aberdeenshire, Scotland.

Finally, the Fine Arts Department has continued to upgrade its facilities, including the purchase of new uniforms, audio-visual equipment, and on-going efforts to document the history and growth of all the Fine Arts Programs.
# Introduction to Theatre (TH 100)

## Play Examination Assignment

**The University of West Alabama**  
**Professor Arthur Grothe**  
**Project Response and Grade**

**Student:**

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### Preparation

1 2 3 4 5

### Contextualization of the Play

1 2 3 4 5 6 7 8 9 10

### Clarity of Presentation

1 2 3 4 5 6 7 8 9 10

### Collaboration with Group Members

1 2 3 4 5 6 7 8 9 10

### Accuracy of Information

2 4 6 8 10 12 14 16 18 20

### Creativity of Presentation

2 4 6 8 10 12 14 16 18 20

### ADDITIONAL COMMENTS

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### Planning and Assessment Approval

**Department or Division:** Fine Arts  
**Chair or Director:** Arthur Grothe  
**Dean or Vice President:** Tim Edwards

#### ANNUAL PLAN

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<td>Editing needed (applicable to entire document)</td>
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<td>Action plans are detailed plans created by the unit to meet an outcome/objective that was only partially met or not met or to make improvement to those outcomes/objectives that were met but still need some strengthening. The plan includes a projected completion date, implementation description, responsible person(s)/group, resources required, and budget amount (if applicable). Action plans created in previous cycles have been updated with implementation notes.</td>
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<td>The unit has reflected on and created narratives for each of the following areas: specific strengths and progress made on outcomes/objectives, specific weaknesses or challenges, plans that were and were not implemented, and how assessment results will be used for continuous improvement.</td>
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Approved by: [Signature]  
Date: July 30, 2012

Received by OIE: [Signature]  
Date: 8-10-12