

**2020-2021**  
**Unit Annual Report**  
**Division of Academic Affairs**  
**Unit: Provost's Office**

*There are amended instructions throughout this document to reflect the special circumstances of this academic year (AY20-21). You will find these in red. As an institution and as departments we have learned that we can use our creativity to deliver services and learning even in the most difficult of circumstances. This year's annual report should also serve as a memorialization of the lessons learned.*

**I Mission and Goal/Outcomes Statement:**

*Provide overall Mission/Goal Statement for your unit.*

Provides leadership and organizational support for student academic opportunities and faculty development.

**II Personnel:**

*List all staff and note all personnel changes that occurred during 20-21.*

<u>Name</u>	<u>Position</u>
Dr. Catherine Canney	Associate Vice-President, Academic Affairs
Ms. Deresa Webb	Administrative Assistant

**III Facilities/Equipment:**

*List any new facilities/equipment/software etc. acquired during 20-21.*

N/A

**IV Budget Expenditure Analysis:**

*Was the budget expended as planned? Were additions/changes made, and if so, explain.*

*Please note any changes that resulted from the pandemic.*

Budget was not fully expended in large part due to pandemic related changes with no refreshments for meetings and events and limited conference participation and no travel.

**V Programs/Activities:**

*List major campus activities, events etc. that the office participated in/supported; committees served; community outreach; etc. List events provided to current and prospective students. Also, provide professional development of all staff. Please note which, if any, of these activities occurred specifically as a result of, or in response to, the pandemic*

**University Committees for C. Canney**  
All University Committee (Secretary)

MSCA Professional Development and Retraining Committee (Chair)  
Commencement Committee (Co-Chair)  
North Central Mass Early College Academy Partnership Board  
UG Research Conference  
CTL Advisory Board  
Honors Program Advisory Board  
International Education Advisory Board  
Honorary Degree Committee

Led commencements, faculty development days and new faculty orientation. Works as part of the team to organize and execute the UG Research Conference and CTL Development events. Support and participates in admissions open houses, incoming freshmen orientation and int'l student orientations.

### **Professional Development**

NECHE Annual Conference  
NECHE Accreditation Prep Workshops

### **VI Action Plan for 2020-21:**

*(Insert Action Plan for 20-21)*

Not submitted (previous years the report represented Provost's Office. Moving forward with a report for just the AVPAA)

### **VII Assessment Report for 2020-21**

*Were the Action Plan objectives met? Provide in list or table format that parallels item VI above.  
Please note any changes to the plan that occurred as a result of the pandemic.*

Objectives achieved and accomplishments listed in VIII

### **VIII Other Accomplishments:**

*List accomplishments not already captured above.*

*Please note which, if any, of these accomplishments are related specifically to your department's response to the pandemic.*

- Co-directed the beginning of our NECHE 10 year accreditation process
- Part of leadership team creating and executing plans to operate the campus during the global pandemic.
- Created a COVID FAQ for faculty
- Submitted all required program approvals to the DHE with successful approval notification
- Developed and executed 3 virtual Faculty Development Days

- Led the development of various celebratory events for the class of 2020 including celebration videos, billboards, and gift packages.
- Led the development and execution of December 2020 and May 2021 virtual commencement ceremonies.
- Led the development and execution of the Falcon Graduation Walk for May 2021 graduates.
- Part of the lead team implementing two new MBA concentrations for online-accelerated programs
- Part of the AUIA planning team that developed a transition plan for the Shanghai program to offer online courses in summer 2021 with an updated financial agreement.
- Supported the planning and execution of Early College programming.
- Guided and supported the development of an expanded and enhanced CTL with new faculty leads.
- Presented a proposal for an Assistant Coordinator for the Honors Program with a successful hire for the position.
- Presented a proposal for the management of study abroad during pandemic.
- Represented management for the statewide DGCE collective bargaining negotiations.
- Developed, presented and successfully defended proposals for amendments to the academic calendar in relation to COVID that included adjusted semester starts, removal of March break and the addition of Wellness Days.
- Worked with the CTL coordinator and Marketing to update the CTL website.

**IX Action Plan 2021-2022:**

Planned Initiatives for 2021-22 <small>Add more rows as needed</small>	Associated Strategic Plan Goal & Strategy <small>Goal # followed by Strategy # ex: 3.2</small>	Indicate if a DEI initiative
Oversee the NECHE 10 year reaccreditation process	NECHE	
Work with the CTL to further advance faculty PD for the advising, inclusive excellence and pedagogy focus	SP, Goal 2	X
Develop Development Day programming that supports faculty PD and advances the SP	SP, Goals 1, 2, 4	X

Support work to expand Early College program to facilitate opportunities for more students particularly from underrepresented groups	SP, Goals 1, 5	X
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Work with Int'l Education to build a study abroad schedule through 2026	SP, Goals, 1, 4	X
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Determine NECHE assessment plan for Substantive Change of AUJA partnership	NECHE	
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*Updates to the Action Plan may be submitted via a revised Annual Report.*

**X Reflection:**

*Take this section to reflect on--*

1) *Initiatives that you may be considering for 22-23 academic year that you did not already capture above.*

2) *Reflect on how the department adapted to the pandemic. Reflect on actions that surprised you and on lessons learned that will help in the future.*

*With a substantial portion of responsibilities involving the execution of events, moving to virtual events required much more time to create and develop meaningful and valuable events. Feedback was generally positive. The online programming did provide an opportunity for convenience of attending. Consideration of some virtual programming in the future could be considered to expand access.*