**Annual Reports FAQs**
**AY 2019-2020**

**Do we still have to do annual reports?**

Yes, it is important for us to continue to engage in a methodical and sustained cycle of continuous improvement and renewal at all levels of the institution. However, in light of the COVID-19 pandemic, we have made some accommodations and changes to this process.

**How do we account for the COVID-19 disruption to our plans?**

We recognize that the pandemic has posed some significant challenges to our intentions, practices, and outcomes. As such, we are providing you with the option of using March 31 as the "end date" for the reporting year. This will allow you to report only on activities through the time that students left for spring break. Of course, if it makes more sense to use the typical academic year end as the end date for a particular goal, you are free to do so; we just want to be as accommodating as possible.

**How are we supposed to plan for AY 2020-21 when the COVID-19 situation is still fluid?**

We understand that in addition to disrupting our current activities, the coronavirus pandemic may require us to rethink our plans moving forward. For this reason, we are postponing the reporting of "Goals Planned for the Upcoming Year" until later in the summer. We plan to provide some additional training related to creating those plans that will help us to account and plan for changing conditions. Similarly, those who are tasked with completing a Review of the Past Year (e.g., deans, functional officers) may opt to skip the "Data-based plans" field until later in the summer as well.

**What is the deadline for submitting the reports on goals for the current (2019-20) year?**

The deadline for submission has been pushed back one month (see dates below), although with the optional early end date for the reporting year (March 31) and the postponement of reporting on Goals Planned for the Upcoming Year, there may be people who wish to complete this earlier. The new deadlines for this spring's reporting cycle are:

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| July 1 | Academic department chairs |
| July 15 | Directors, Program coordinators, & Deans |
| August 1 | Functional officers |

Please note that if you are working on your annual reports after June 30, you will need to make sure you select the proper Academic Year (2019-20) from the drop-down menu in Planning.

**Will you be providing training for completing the annual reports?**

    Yes, we have video walkthroughs of the system to show you how to enter information on your goals. The links to the videos can be found below. Additionally, we will be holding virtual Q&A sessions for those who have questions about reporting on their goals. The schedule for the virtual Q&A sessions as well as the meeting codes are located in the Announcements section of the Planning platform (see the Creating Annual Reports video if you aren't sure where to find this).

**Walkthrough videos:**

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| Creating Annual Reports | https://youtu.be/_OnDjEtb094 |
| Review of the Past Year | https://youtu.be/TyWhtclJQWk |
| Updating Strategic Plan initiatives | https://youtu.be/fZ1iyqzPuXE |

**What if I have more questions?**

    If you have any more questions, please contact Vennessa Walker (vwalker@niagara.edu).