

Administrative Annual Update Checklist

- ☐ Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals or creating new goals (as necessary)
- ☐ Information/Publications:
 - Discuss any new publications or published information that require regular updates for your area. If any information has had a significant change, please explain.
- ☐ Assessment Check:
 - Make any relevant updates, make sure to document your progress and upload your assessment data to address your responsible EMP goals and objectives.
 - Provide a summary of progress and reflection on your progress towards your EMP Goals and Objectives.
- ☐ Make any updates to the Equity Section
 - Add details on recent equity-related professional development activities or identified needs.
- ☐ Complete resource requests for newly identified items, staff, or budget.
 - Enter new resource requests for this Program Review cycle.
 - Provide updates for prior resource requests. Cancel any items that are no longer needed and add evidence to support prior resource requests.
- ☐ Complete New Faculty resource requests if needed.
- ☐ Complete the Program Review Reflections section with any feedback on how to improve the process or platform to make the program review process more meaningful.
- ☐ Don't forget to submit and select 'Yes' under Submission to confirm all sections of your annual update have been reviewed and updated if needed.