**Annual Report Executive Summary**

Please provide the information below for your two page layout in the 2017-2018 annual report. Attach photos that you would like to have included.

**Department Name:**

**Mission Statement:**

**Core Functions (3-5 services provided):**

**Key Initiatives:**

**Success over the past year – Reviewing the last year, write a paragraph that includes improvements that were made based on data.**

**Looking forward – Briefly discuss (paragraph or bullet points) some areas of improvement/change you have identified based on data and plan to focus on during the next academic year.**

**“By the Numbers” (3-5 data points)**

**1.**

**2.**

**3.**

**“In Their Words” (1-2 quote)**

**1.**

**2**.