

ANNUAL REPORT

The annual report highlights your accomplishments over the past year and includes categories that align with the university's strategic plan or other areas of emphasis for JMU.

At the end of the academic and fiscal planning year (usually starting in April), you should use the JMU-STAR tool to update your objectives and create your annual report. This has five steps:

1. [Verify Current Cycle Objectives Are Linked](#)
2. [Update Current Cycle Objectives](#)
3. [Enter Annual Report Information](#)
4. [Submit Annual Report](#)

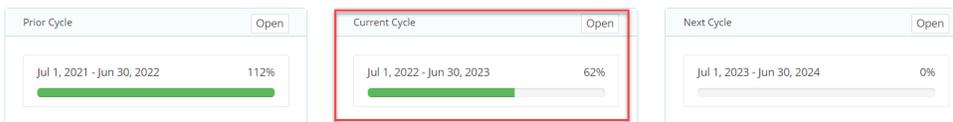
Verify Current Cycle Objectives Are Linked

Verify your Current Cycle Objectives are linked to both your annual report and the JMU Strategic Plan 2020-2026.

1. From the Welcome Page, click on **Programs**.



2. Select your program to open the drop-down menu.
3. Choose the Current Cycle.



4. Each objective should be linked to multiple items. Click on **Objective Name and Link to Plans** to open the dialogue box.



5. Click **Link** to show the plans this objective is linked to.
 - a. If all of your objectives are already linked to BOTH JMU Strategic Plan 2020-2026 goals AND your Annual Report, you can skip ahead to **Review/Update/Enter Next Cycle Objectives**.
 - b. If your objectives are not linked to BOTH the JMU Strategic Plan 2020-2026 AND your Annual Report, continue with the steps below.

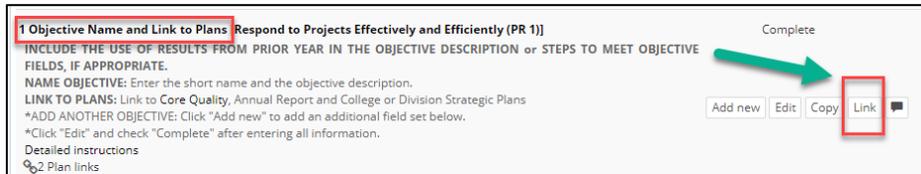
LINK THE OBJECTIVE

You will link each objective to at least two items.

Link Objective to Annual Report

You must link your objectives to your Annual Report Plan in order to include them in your report at the end of the year.

1. For each objective, click on **Objective Name and Link to Plans** to open.
2. Click **Link**.



Objective Name and Link to Plans Respond to Projects Effectively and Efficiently (PR 1) Complete

INCLUDE THE USE OF RESULTS FROM PRIOR YEAR IN THE OBJECTIVE DESCRIPTION or STEPS TO MEET OBJECTIVE FIELDS, IF APPROPRIATE.

NAME OBJECTIVE: Enter the short name and the objective description.

LINK TO PLANS: Link to Core Quality, Annual Report and College or Division Strategic Plans

*ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.

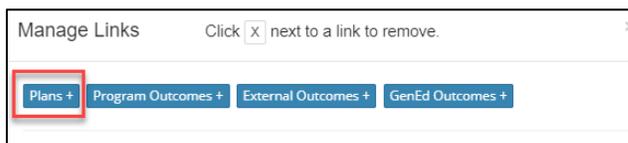
*Click "Edit" and check "Complete" after entering all information.

Detailed Instructions

Plan links

Add new Edit Copy **Link**

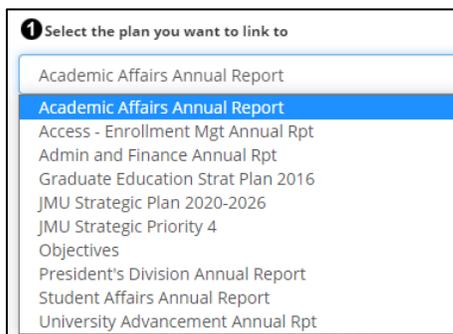
3. Click **Plans**.



Manage Links Click [X] next to a link to remove.

Plans + Program Outcomes + External Outcomes + GenEd Outcomes +

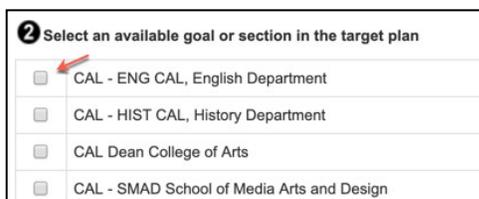
4. Click on the drop-down menu and choose the Annual Report for your division.



1 Select the plan you want to link to

- Academic Affairs Annual Report
- Academic Affairs Annual Report**
- Access - Enrollment Mgt Annual Rpt
- Admin and Finance Annual Rpt
- Graduate Education Strat Plan 2016
- JMU Strategic Plan 2020-2026
- JMU Strategic Priority 4 Objectives
- President's Division Annual Report
- Student Affairs Annual Report
- University Advancement Annual Rpt

5. Check the box next to your unit. (This will include the objective in your annual report.) The list is organized by AVP/Dean level. Follow guidelines from your AVP/Dean for instructions about linking to their annual report. Choose your AVP/Dean from the list to link to their annual report.



2 Select an available goal or section in the target plan

- CAL - ENG CAL, English Department
- CAL - HIST CAL, History Department
- CAL Dean College of Arts
- CAL - SMAD School of Media Arts and Design

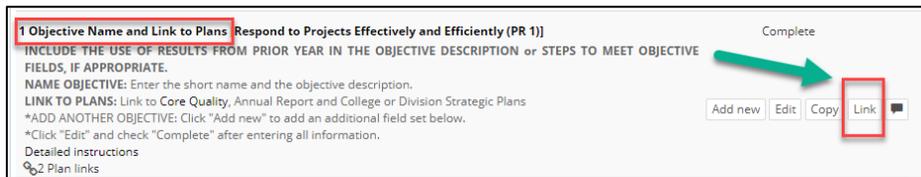
6. Scroll to the bottom and click **Save**.

NOTE: VPs, AVPs, Deans and Department Heads—be sure to include in your annual report the activities and accomplishments of units that report to you that do not create objectives or annual reports in JMU-STAR. (Check the organizational chart for these areas that include Centers, Clinics, and Institutes.)

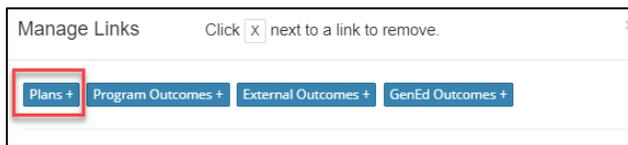
Link Objective to JMU Strategic Plan

A single objective can be linked to several university goals in the strategic plan.

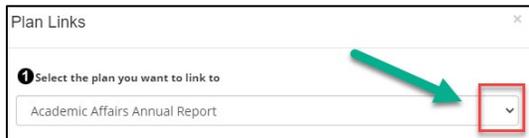
8. For each objective, click on **Objective Name and Link to Plans** to open.
9. Click **Link**.



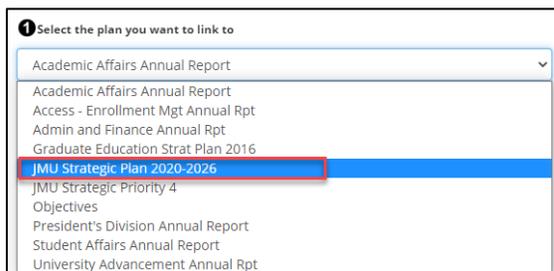
10. Click **Plans**.



11. Click the drop down to select a plan.



12. Select JMU Strategic Plan 2020-2026.



13. Select all university goals that this objective supports. A detailed list of the Core Qualities and Goals can be viewed at <https://www.jmu.edu/jmuplans/core-qualities-goals.shtml>
 - a. There is an unpublished *Core Quality 12: Other endeavors in support of the university's mission*. Use this core quality only if the objective does not fit into any of the other core qualities.

2 Select an available goal or section in the target plan

<input type="checkbox"/>	1A-national university Goal 1A-national university We will be recognized as a <i>national university</i> known for outstanding and innovative programs and services.
<input type="checkbox"/>	1B-carnegie doctoral Goal 1B-Carnegie Doctoral Classification The university will achieve and maintain status as a Carnegie Doctoral University in order to advance research, the quality of the undergraduate experience, the effectiveness of the graduate school and the pursuit of national prominence.
<input type="checkbox"/>	1C-employment opportunities Goal 1C-employment opportunities nationally and internationally Our students will have access to employment opportunities nationally and internationally.

14. Scroll to the bottom and click **Save**.

Link Objective to Division Strategic Plan

If your division has a strategic plan, follow your VP's guidelines for linking to your division's strategic plan.

7. For each objective, click on **Objective Name and Link to Plans** to open.
8. Click **Link**.

1 Objective Name and Link to Plans Respond to Projects Effectively and Efficiently (PR 1)

INCLUDE THE USE OF RESULTS FROM PRIOR YEAR IN THE OBJECTIVE DESCRIPTION or STEPS TO MEET OBJECTIVE FIELDS, IF APPROPRIATE.

NAME OBJECTIVE: Enter the short name and the objective description.

LINK TO PLANS: Link to **Core Quality**, Annual Report and College or Division Strategic Plans

*ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.

*Click "Edit" and check "Complete" after entering all information.

Detailed instructions

Plan links

Complete

Add new Edit Copy **Link**

9. Click **Plans**.

Manage Links Click [X] next to a link to remove.

Plans + Program Outcomes + External Outcomes + GenEd Outcomes +

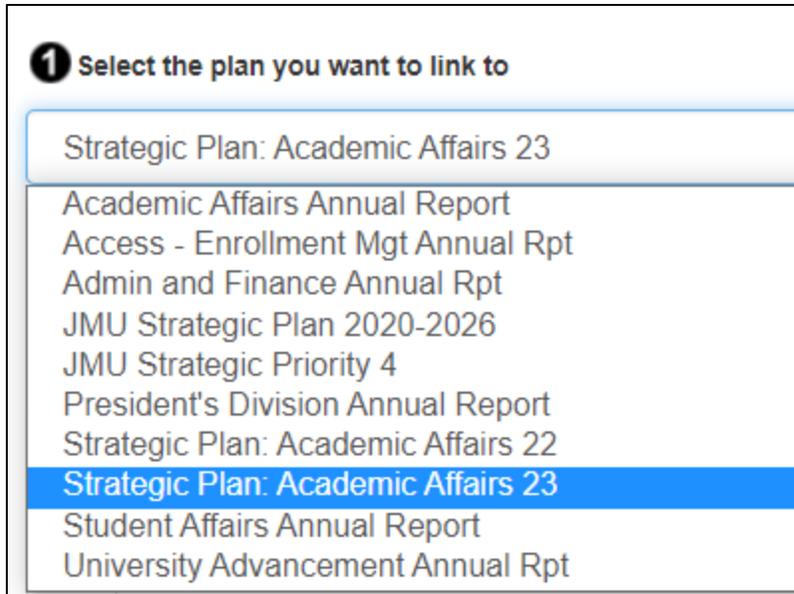
10. Click the drop down to select a plan.

Plan Links

1 Select the plan you want to link to

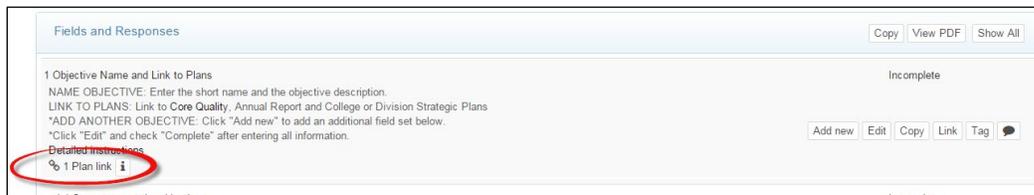
Academic Affairs Annual Report

11. Select your division's strategic plan.



12. Scroll to the bottom and click **Save**.

The Plan link icon shows the number of plans linked to this first objective. Click on it to see the linkage information.



Update Current Cycle Objectives

Update your Current Cycle objectives with accomplishments and how you will use results.

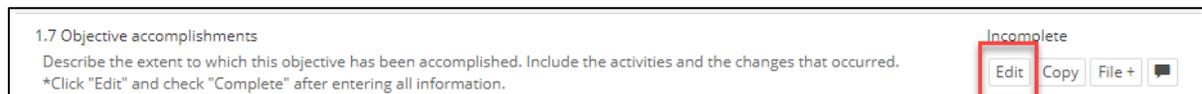
1.6 Objective Accomplishments

1. For each objective in the Current Cycle, click on **Objective Accomplishments**.



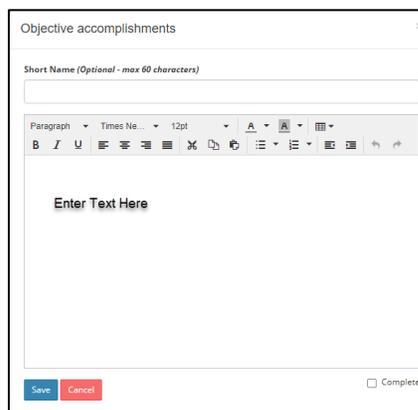
A vertical list of menu items under the heading "1 Objective Name and Link to Plans". The items are: 1.1 Steps to meet the objective, 1.2 Support for Objective, 1.3 Evaluation methods, 1.4 Budget Initiative, 1.5 Mid-Year Update (optional), 1.6 Objective accomplishments (highlighted with a red box), and 1.7 Use of results.

2. Click **Edit**.



The form for "1.7 Objective accomplishments" includes a text area with the instruction: "Describe the extent to which this objective has been accomplished. Include the activities and the changes that occurred. *Click 'Edit' and check 'Complete' after entering all information." To the right of the text area, there is a status indicator "Incomplete" and a row of buttons: "Edit" (highlighted with a red box), "Copy", "File +", and a comment icon.

- a. In the large text area, describe the extent to which this objective has been accomplished. The description should fully communicate the extent to which each of the specific activities outlined in Steps to Reach the Objective have been achieved and the changes that occurred. Include analysis of what happened.
3. Check the box to mark this as complete.
 4. Click **Save**.



The "Objective accomplishments" dialog box features a "Short Name (Optional - max 60 characters)" field at the top. Below it is a rich text editor with a toolbar containing options for Paragraph, Times New Roman, 12pt, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo. The main text area contains the placeholder "Enter Text Here". At the bottom left are "Save" and "Cancel" buttons, and at the bottom right is a "Complete" checkbox.

1.7 Use of Results

5. For each objective, click on **Use of Results**.
6. Click **Edit**.

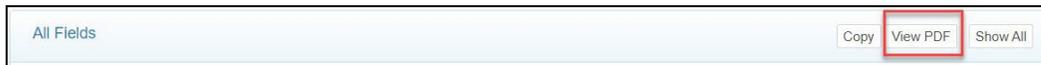
- a. In the large text area, reflect on how well the objective was accomplished during this year.
- b. Describe how the evaluation results will be used to bring about future improvement or change.
- c. Provide details of what will be changed in the next cycle to further enhance the results of this objective.
- d. Fully and clearly connect current results with a specific future direction; set continued or new objective(s) for the following year.

Example - focus on improvement: Based on (findings, analysis), the (unit, office, department, program) will (enhance, enrich, further, advance) the (time, cost, quality, quantity) of (function, program, activity).

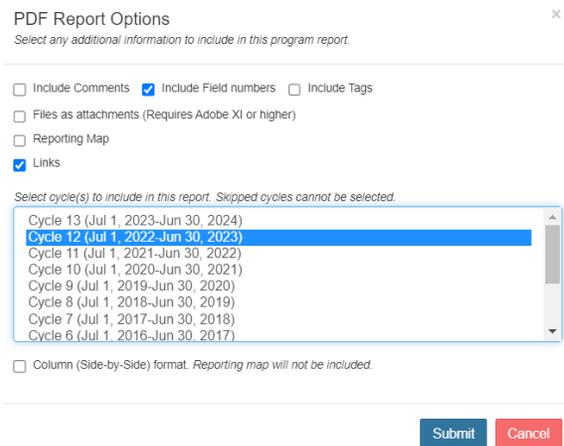
7. Check the box to mark this as complete.
8. Click **Save**.

Create a PDF of the Current Objectives (Optional)

9. In the **All Fields** bar above objective 1, click on **View PDF**.



10. A pop-up window will open with **PDF Report Options**.
 - a. Select Include Field Numbers, Links, and the Planning Cycle.



11. Click **Submit**. A new tab will open in your browser with the PDF.
12. Download/Save the file to your computer.

Enter Annual Report Information

1. From the Welcome Page, click on **Plans**.



2. Click your division name then your unit name to create/edit the annual report. Note: a template of the annual report fields is available on the JMU Plans website.
3. Click on each field to expand it, then click **Edit**.

1 Unit Head
Incomplete

No response

- a. Note: not every field may be applicable to your unit.
- b. Required fields: **1Unit Head, 2Report Year, 3Unit Mission, 4Executive Summary**. Complete the other fields as they apply to your unit. These fields align with the university’s strategic plan or other areas of emphasis for JMU.
- c. The 7 Addenda may include:
 - APR/Program Review Action Plan
 - APT assessment report
 - Statistical Summary that includes major and faculty data (arrives from Dean in late May)

JAMES MADISON UNIVERSITY

Home Agencies Plans Programs
Logout

Cindy Chiarello
Glossary
Xitracx

PAIR Planning, Analytics, Institutional Research
[President's Division Annual Report]
Your role in this plan section is Editor
Reporting Cycle: Plan Cycle 2024-2025

Fields and Responses	Link	Show All
1 Unit Head		Incomplete
2 Report Year		Incomplete
3 Unit Mission		Incomplete
4 Executive Summary		Incomplete
5 Unit Accomplishments		Incomplete
5.1 Major Unit Accomplishments		Incomplete
5.2 Engagement		Incomplete
5.2.1 Community Engagement		Incomplete
5.2.2 Civic Engagement		Incomplete
5.2.3 Engaged Learning		Incomplete
5.3 Leadership Development		Incomplete
5.4 Innovation		Incomplete
5.5 Inclusive Excellence		Incomplete
5.6 Programs or Services Rankings and Recognitions		Incomplete
5.6.1 National or international rankings of programs/services		Incomplete
5.6.2 Other national or international recognitions		Incomplete
5.6.3 Other recognitions (university, state, etc)		Incomplete
5.7 Early Student Success		Incomplete
5.8 Efficiencies		Incomplete
5.9 Comprehensive Campaign		Incomplete
5.10 Other Noteworthy Accomplishments		Incomplete
6 Individual Faculty/Staff Honors and Accomplishments		Incomplete
6.1 National or International Rankings and Recognitions		Incomplete
6.1.1 Positions of leadership in national or international organizations held by faculty/staff/students.		Incomplete
6.1.2 National or international awards received by faculty/staff/students		Incomplete
6.1.3 Other rankings and recognitions of faculty/staff/students		Incomplete
6.2 Scholarly and Service Accomplishments and Other Honors		Incomplete
7 Addenda		Incomplete

Submit Annual Report

Create Annual Report PDF

From the Plans tab, you are able to create a PDF of your annual report.

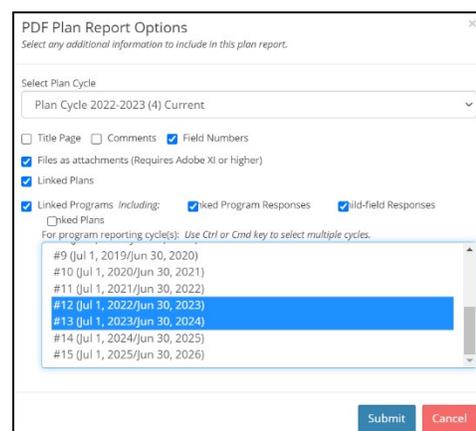
1. Once you have entered information for all applicable fields, click **View PDF** in the plan header.



2. A pop-up window will open with **PDF Plan Report Options**.

Select:

- Plan Cycle 2022-2023
- Title Page
- Field Numbers
- Files as attachments
- Linked Plans
- Linked Programs (with Linked Program Responses and Child-field Responses)
- Program Reporting Cycles
 - Select the current cycle (year ending)
 - Select the next cycle (next year)

A screenshot of a pop-up window titled "PDF Plan Report Options". It contains several checkboxes: "Title Page", "Comments", "Field Numbers", "Files as attachments (Requires Adobe XI or higher)", "Linked Plans", "Linked Programs including: Linked Program Responses", and "Child-field Responses". Below these is a list of program reporting cycles from #9 to #15, with #12 and #13 highlighted in blue. At the bottom are "Submit" and "Cancel" buttons.

3. Click **Submit**. A new tab will open in your browser with the PDF.
4. Download/Save the file to your computer.

Your Annual Report is now ready for submission to your AVP/Dean or VP.

NOTE: Contact your AVP/Dean for information on how they prefer to receive your Annual Report.