

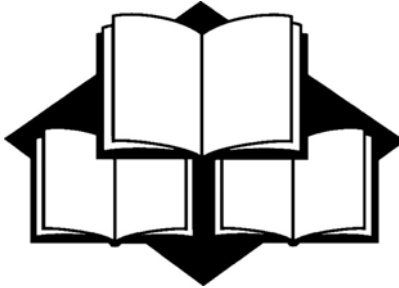


Annual Institutional Reporting Form [AIRF]

Institutions and Programs

The American Academy for Liberal Education

1050 17th Street, NW, Fourth Floor, Washington, DC 20036
Phone: 202-452-8611 Fax: 202-452-8620 Website: www.aale.org



Additional copies of the information regarding membership may be secured from:

The American Academy for Liberal Education
1050 17th St. NW, Suite 400
Washington, DC. 20036

Or by going to the Academy's website: www.aale.org

Information contained herein concerning programs, procedures, requirements, standards, and fees is subject to change without notice by the appropriate body of the Academy.

Revised December, 2008. © The American Academy for Liberal Education
All rights reserved, including the right to reproduce this book
or parts thereof in any form. ISSN

Institutional Profile Form for Pre-Accredited and Accredited Institutions and Programs

2008-2009 Academic Year

NOTE: This AIRF, accompanying cover letter and *Supplement on Monitoring*, are parts of the Academy's ongoing monitoring protocols for ALL Academy members holding Pre-Accreditation or Accreditation. The Academy's *Standards and Criteria* as well as its *Policies and Procedures Manual* (specifically the section on Monitoring which discusses the Academy and USDOED requirements) should be consulted for an elaboration of the larger goals and requirements of Academy as well as the US Department of Education. In short, this form is a mechanism for collecting a variety of basic data or inputs and outputs related to a college's mission and institutional/student success, so that the Academy can judge whether a member continues to adhere to AALE and USDOED standards. In addition to the requested data, each AIRF must include a cover letter, or narrative, that elaborates on any concerns, recommendations or indications cited in the *Site Evaluation Report*, stipulations or requirements outlined in the membership *award* letter or any subsequent correspondence with the Academy. The cover letter is also used to indicate any substantive changes that have occurred in the previous year, and also to indicate the results of the past year's institutional/student assessments, both qualitative and quantitative. Evidence that assessment has occurred and that it has been reviewed and, where appropriate, used for the sake of improvement must also be submitted.

Section One: General Information

Please review the following information. If the information given in bold type is incorrect, please provide the correct information in the appropriate space(s) to the right.

1. Institution's Full Legal Name:

2. Institution's Mailing Address & Phone Numbers

3. Chairman of the Board and any term

4. Chief Executive Officer & Title

5. Chief Academic Officer & Title

6. Accreditation Liaison Officer & Title

7. Chief Financial Officer & Title

8. Respondent & Title

9. Institutional Governance or Control (circle one)

Public Private Not-For-Profit Private For-Profit

10. Institutional Religious Affiliation (if any)

11. Academic Calendar System (circle one)

Semester Trimester Quarter Other

12. Fiscal Calendar

13. Accrediting Agency Affiliation — List all agencies that currently accredit your institution or any of its programs.

14. If the institution has more than one institutional accreditor, please indicate the agency designated to determine Title IV eligibility.

Section Two — Institutional Data

Please provide the following information in the spaces provided.

Enrollment Information

1. Undergraduate FTE
2. Undergraduate Headcount
3. Graduate FTE (if applicable)
4. Graduate Headcount (if applicable)
5. Undergraduate FTE in Arts and Sciences

	Fall 20__	Fall 20__	Fall 20__

Tuition and Fees (Full Academic Year)

6. Undergraduate
7. Graduate

\$		
\$		

Room and Board (Full Academic Year)

8. Undergraduate
9. Graduate

\$		
\$		

Freshman Class

10. Number of Applications Received
11. Number of Acceptances
12. Number of Students Matriculated
13. Average Combined SAT Score
14. Average ACT Score

Current Year Graduating Class-Retention and Persistence Data

15. Number of first-time, full-time freshman who enrolled in the fall, four years ago
16. Number in that freshman cohort who re-enrolled in the fall of the next academic year
17. Number in that freshman cohort who re-enrolled in the fall of the last academic year
18. Number in that freshman cohort who re-enrolled in the fall of the current academic year

How does the institution define a cohort? This should indicate who is/is not included in a graduating class, e.g., transfers in and out of the college, students that left before their class graduated, students that take more than four years to complete their degrees. Please include the number, if any, of students that graduated in more than four years and the number of terms beyond four years.

Section Three — Financial Data

Please provide the following information.

1. Copies of audited financial statements (last two fiscal years).
2. Current year operating budget
(Include comparisons to prior year actual and current year projected actual)
3. Projected budget (with reasoning for assumptions on enrollment, fund raising ,etc) for the coming year.
4. Current bond or credit rating (Underlying rating if available).
5. Institutional cohort default rate on Title IV student loan programs

A. Unrestricted Income Statement (Statement of Activities)

Net Assets Released from Restrictions

	FY ____	FY ____
5. Net assets released for construction/acquisition of long-lived assets (I.e., restricted gifts used for the construction or acquisition of fixed assets)	\$	

Tuition and Allowance Details

	FY ____	FY ____
6. Gross tuition and fees (before allowances and discounts)	\$	
7. Institutionally-funded scholarships and fellowships	\$	
8. Sponsored scholarships and fellowships (restricted gift and endowment-funded awards)	\$	

B. Balance Sheet

1. Maximum (Peak) Aggregate Annual Debt Service \$__
(Exclude bullet maturities expected to be refinanced or paid off with sinking funds.)
2. Year when Maximum or Peak is reached _____

Breakdown of Net Assets

	FY ____	FY ____
3. Unrestricted Net Investment in Plant (Net Property, plant, and equipment, net debt and associated liabilities included in Unrestricted Net Assets.)	\$	
4. Temporarily Restricted Net Assets held for Capital Expenditures	\$	

NOTE: To the person filling out the financial section, please provide your name, title, and phone number below.

Name: _____

Title: _____

Phone Number: _____

Section Four: Graduate Achievement Data

Information requested in this section of the Annual Reporting Form is in support of AALE Standards and Criteria for learning assessment (see the Appendices and Preface to the Appendices, in the Standards and Criteria), including Liberal Learning Assessment Standards One through Three and General Education and Curriculum Standard Nine. Please provide all available information and complete the narrative portions of this section on a separate attachment. You must also include a cover letter explaining any major discrepancies between responses on this year's form and the last one submitted or your application, as well as briefly updating us on actions the institution is taking in response to discoveries made in the course of examining outcomes and other self-assessment products. Evidence that both quantitative and qualitative assessment has occurred in the last academic year and that the results have been reviewed by administrators, faculty and other concerned constituents should be supplied. It should also be indicated what affect the results have had on students and the classroom. One is not limited to merely curricular changes, but changes in student services, etc., should be included. In short, the college or program needs to submit evidence that it has established its own self-assessment regime related to institutional and student success, that it has conducted the assessment, that all relevant constituents have reviewed the results AND that action has resulted or the status quo has been maintained after the review. It should also be shown that the college has criteria and mechanisms in place to identify students who are not performing at an acceptable level. Bear in mind that all quantitative assessments need to be explained as part of your narrative on assessment – as numbers are meaningless with context.

Does your institution collect data for the National Survey of Student Engagement (NSSE)?

If so, please provide a copy of the Means Summary Report for the most recent year on a separate sheet. What role does the NSSE play in the college's self-assessment?

Please provide on an attached sheet information regarding known postgraduate placement and activities. Please list headcount and specific institutions/programs according to the categories described below:

1. Full-time employment
2. Arts and sciences (Master's, Doctorate and other, e.g. medical school requirement completion programs)
3. Professional schools (business, law, medicine, journalism, social work, music, education, etc.)
4. Occupational schools (technical, culinary, etc.)
5. Service activities (military, Peace Corps, Ameri-corps, Teach for America, etc.)
6. Seminary
7. Other

Does the college or program have a formal process for maintaining contact with past graduates?

This should not be viewed as an exhaustive list.

What are the most recent results from on campus student surveys?

What are the most recent results from the latest Alumni Survey?

What constituents, beyond the administration, faculty and students are included in reviews of institutional/student success?

Are the results of institutional/student assessment currently published on either the college's website or other materials? If so where? Is the college's peer group also published and accessible to prospective students? If so where? If not, when will it be made available?