**Dean’s** **Weekly** Accountability **Report**

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**Dean’s Name:**  **Week Ending:**

1. **Student Population Reporting:**

Total student population in my College’s as of Friday was

I have students on LOA. Of those, are expected back this week.

Communication regarding their return date [ ] has***[ ]*** has not been made.

I have students that have been absent for 2 or more days.

I have future starts remaining for the month.

1. **Retention:**

I had drops last week. For each, list the program, instructor and reason.

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| **Program** | **Instructor** | **Reason** |
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Drops MTD are , against a budget of .

I have students on academic probation. Counseling for all students with SAP issues [ ] has  [ ] has not been completed. *(If not, please comment).*

1. **Faculty/Academics:**

Attendance, grades and student success plans [ ] were [ ] were not submitted and posted timely *(if no, please explain).*

I conducted faculty class visits. A total of instructors have been evaluated this quarter, with remaining to be evaluated this quarter.

The following faculty had classes with greater than 20% absences *(list the faculty name and percent of absence. Only list if there were at least 8 students in the class):*

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| --- | --- | --- | --- | --- |
| **Instructor** | **Shift** | **Class**  | **# of students in class** | **Percent of Absences** |
|       |       |       |       |       |
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1. **I**nstitutional **E**ffectiveness **P**lanning **Management**

I have ATB students. Counseling of those students [ ] is  [ ] is not up to date. (If not, please comment)

There are outstanding written student complaints. ***(Send a copy of all written complaints to*** the Dean)

I have students with GPA < 2.0. We attempted to counsel and actually counseled .

All students who are at least ½ way through their externship [ ] have [ ] have not been visited by a clinical coordinator. (If not, please comment).

 Faculty grade distribution [ ] has  [ ] has not been calculated for the quarter.

 **Cumulative Licensing Exam Results**

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| **Program** | **Opt. or****Mand.** | **Most recent graduating class** | **Annual Total** | **Date of next grads** |
|  |       | # grads | # taken | #pass1st time | # fail | Total % passed | # grads | # taken | # pass 1st time | # fail | Total % passed |  |
|  |  |       |       |       |  |  |       |       |  |  |  |  |
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1. **Human Resources / Faculty Openings:**

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| **Program** | **FT or PT** | **Shift** | **Status of position opening**  | **Interviews schedule?** | **Start date?** | **Final candidate name?** |
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 All faculty files [ ] are [ ] are not compliant.

1. **A good thing that happened last week:**
2. **Please comment on any significant trends that may affect the performance of your** department.
3. **Dean’s meeting schedule for the week (list any formal meetings you are holding):**
4. **Dean’s schedule for the week (list any times you will be off campus):**
5. **List any assistance that you need to accomplish your objectives this week:**