**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 hashas 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 | #pass  1st 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:**