Annual Report Requirements and Template

During the period of a program’s GAC Accreditation, an annual, online report must be filed once per year, by 31 March.

This report notes any changes/improvements in the accredited degree program or the institution where it is housed; particularly addressing opportunities for improvement noted in the Onsite Visit Report from the most recent GAC Accreditation Onsite Visit.

This online report is the current process employed to collect the required GAC annual report information.

Overview:

a. Approximately 30 to 45 days prior to the annual report submission deadline GAC Staff will send the primary point of contact at the accredited program a link to the individualized “GAC Annual Report.” Any information that the GAC Offices have on file for the program will “pre-populate” the online form.

b. The accredited program will then complete the rest of the report with relevant information.

c. The report focuses on the following information related to the accredited program:

   1. Demographic Information
   2. GAC Accredited Program Description and Delivery Format
   3. Assessment of Anticipated Outcomes:
      i. Discuss progress relative to the program’s mission statement, overall program assessment and continuous improvement plans.
      ii. Discuss progress toward meeting “Opportunities for Improvement” from the most recent GAC Onsite Visit addressed during the past year (refer to Onsite Report or contact gac@pmi.org with subject line GAC Annual Report for more information).
      iii. Narrative summary of recent student feedback (qualitative and quantitative).

   4. Academic Community/Faculty/Staff
   5. Student Performance Criteria/Information in the Public Domain
   6. Any other relevant information the program wishes to share with GAC.

d. Once completed, the accredited program prints a copy of the form for its records and submits the completed form to the GAC Offices.

e. Approximately 60 days after the 31 March deadline, the program will receive a response from the GAC regarding the report’s acceptance.

View a sample of the Online GAC Annual Report on the following pages (Sample only – do not use to complete the actual GAC Annual Report):
As part of the GAC accreditation process, all programs must complete and submit the Annual GAC Accredited Program Report each year by 31 March.

This report has been auto-populated with information on file at the GAC Office. Correct and fill in any information that is incorrect and/or missing. Remember to print a copy of this report for your files before submitting it to the GAC. If you have any questions or concerns, please contact the GAC Program Administrator at gac@pmi.org with subject line Annual GAC Accredited Program Report.

PROGRAM INFORMATION

Please correct/fill in any of the information that is incorrect and/or missing.

1. **Name of person completing report:** Insert information
   - Title: Insert information
   - Telephone number: Insert information
   - Email address: Insert information

2. **Name of Parent Institution housing accredited programs:** Pre-Populated

3. **Name of Department/College within the Institution where accredited programs reside:** Pre-Populated
   - Primary Street Address: Pre-Populated
   - Primary City where program is offered: Pre-Populated
   - Primary Postal Code where program is offered: Pre-Populated
   - Primary State/Province where program is offered: Pre-Populated
   - Primary Country where program is offered: Pre-Populated
   - Primary Region where program is offered: Pre-Populated

4. **Program Website:** Pre-Populated
5. **Governance & type of institution where program is housed:** Pre-Populated
   - Public
   - Private Non-Profit
   - Private for Profit
   - Private State
   - Country related

6. **Name of program administrator:** Pre-Populated
   - **Title:** Pre-Populated
   - **Telephone number:** Pre-Populated
   - **Email address:** Pre-Populated

7. **Secondary administrator/support staff name:** Pre-Populated
   - **Title:** Pre-Populated
   - **Telephone number:** Pre-Populated
   - **Email address:** Pre-Populated

8. **Details of any changes to program administration/staff support:** Insert information

9. **If billing/invoicing should be sent to an individual other than those noted above, please insert that person’s name, email, phone and address here:** Insert information
10. GAC Accredited Program(s) and Delivery Modality

Review, modify, and/or complete as needed for each GAC accredited degree program. Most of the information in this section is auto-populated by data on file in the GAC offices.

<table>
<thead>
<tr>
<th>Name of Degree Program</th>
<th>Type of Degree Program</th>
<th>Delivery Modality</th>
<th>Number of Campuses Where Program is Offered</th>
<th>Names of Campus Locations</th>
<th>URL for Catalog</th>
<th>URL where GAC Logo and GAC affiliation are posted</th>
<th>URL where annual student enrollment and graduation data are publicly posted</th>
<th>URL where the program’s education objectives and student outcomes are publicly stated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select from the following if not already shown:</td>
<td>Include online as a separate campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA, BS, MEM, MS, MBA, MEng, PhD, MPhil, MPhil, MPM, DPM, MCPM, MA, BBA, BS/MS, DBA, PgDip</td>
<td></td>
<td>Face-to-Face, Online Learning only, Hybrid (combination of face-to-face and online), Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Click here to add additional rows to this table
FACULTY INFORMATION

11. Current number/type of faculty in GAC accredited program(s)

Review and modify/complete as needed for each faculty name.

<table>
<thead>
<tr>
<th>Faculty first/given name</th>
<th>Faculty last name/surname</th>
<th>Academic Credentials (MBA, DBA, PhD, etc.) (text box)</th>
<th>Professional Certifications (e.g. PMP, PgMP, CEng, etc) (text box)</th>
<th>Type of Faculty/Academic Staff (drop down: - Permanent Full-time Faculty, - Part-time faculty, - Adjunct (visiting) Tutor,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert information</td>
<td>Insert information</td>
<td>Insert information</td>
<td>Insert information</td>
<td>Insert information</td>
</tr>
</tbody>
</table>

+ Click here to add additional rows to this table

12. Explain additions and deletions to faculty: Insert Information

CURRICULUM

13. List deletions of any courses/modules and reason (for each program) over the past year: Insert information

14. List additions of any courses/modules and reason (for each program) over the past year: Insert information

15. List significant changes to existing courses/modules and reason (for each program) over the past year: Insert information

16. For changes noted above, state how these changes enhance:

   a. each program’s alignment with the GAC Core Areas of Focus Insert Information

   b. each program’s learning outcomes Insert Information
STUDENT INFORMATION

17. Please insert number/statistics for each GAC accredited degree program.

± Select the enrollment option (full time and/or part time) within the accredited program, and insert related data/statistics for each option offered.

*The number of unique students enrolled in each GAC accredited degree option from the 1st of January through the 31st of December, with each student counted only once even if they attended more than one term/session during the year.

**The number of students graduating from each GAC accredited degree option from the 1st of January through the 31st of December.

<table>
<thead>
<tr>
<th>Program Options ±</th>
<th>*Yearly Student Enrollment (unduplicated)</th>
<th>**Yearly Program Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of degree program 1 pre-populated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>full time</td>
<td>Insert information</td>
<td>Insert information</td>
</tr>
<tr>
<td>part time</td>
<td>Insert information</td>
<td>Insert information</td>
</tr>
<tr>
<td></td>
<td>Insert information</td>
<td>Insert information</td>
</tr>
</tbody>
</table>

+ Click here to add additional rows to this table

CONTINUOUS IMPROVEMENT

18. Report annual progress towards “Opportunities for Improvement” from the most recent GAC Onsite Visit. Refer to Onsite Report or contact gac@pmi.org with subject line GAC Annual Report for more information. Insert information

19. Report progress relative to the program(s)’ continuous improvement plans. Insert information

20. Report future plans, directions and opportunities for the accredited programs. Insert information
21. Report good practices, innovations, and/or significant achievements of the accredited programs that you wish to share with the GAC community. Insert information

OTHER SIGNIFICANT CHANGE

22. Explain any significant changes in the institution (e.g. renewal of regional accreditation): Insert information

23. Explain any other significant changes in the program(s) (e.g. support services, student selection, financial resources, etc.): Insert information

COMMENTS

24. Provide any comments/suggestions you have on improvements that could be made to the administration of the GAC program. Insert information