**Annual Report for Centers and Institutes**

**Center/Institute: Academic Year:**

The purpose of this Annual Report for Centers and Institutes is to:

1. provide a forum for each center or institute to share its progress and request supports, and,
2. help the College assess its achievement of the Strategic Plan and make adjustments as needed.

The report consists of five questions: *Mission and Goals, Activities, Impact Assessment, Initiatives, and Requests*. If you have a [logic model](http://www.hunter.cuny.edu/academicassessment/HowTo/EvalMyOfficeProg/MapActivitiestoImpacts) aligned to the strategic plan, you may submit this in place of Sections 1 and 2. If you have any additional supporting documentation, feel free to include it with this report.

**Q1: Mission and Goals –** What is your center or institute’s overall mission and long-term goals, and how do these align with the Hunter College Strategic Plan?

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| Center/ Institute Mission | Strategic Plan Goal |
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| Center/Institute Goal | Strategic Plan Goal |
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**Q2: Activities –** What activities are you undertaking to achieve these goals?

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| Center/Institute Goal | Activities |
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**Q3: Impact Assessment –** How are you assessing your achievement of your goals and what are you finding?

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| Center/Institute Goal | Assessment Method | Findings |
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**Q4: Initiatives –** How are you planning to use the results of your assessment to enhance your center or institute?

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**Q5: Requests –** How can the Provost’s Office support you in reaching your center or institute goals?

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