

Comprehensive Report by the Office of Academic Affairs

1. Annual Report Summaries (period of 2020 to 2022).

Mission

- What is the overall purpose/mission of this program/center/office and how does it relate to the values of McCormick Theological School?

The Office of Academic Affairs supports the work of the Dean of the Faculty and the Faculty, and interfaces with other departments of the school (Finance, IT, HR, Hospitality, Facilities) on their behalf. The Office also organizes the major events of the academic calendar, Convocation and Commencement. In supporting and celebrating the educational mission of McCormick, the Office of Academic Affairs indirectly, and occasionally directly, furthers all seven of McCormick's Core Values.

- What were key updates or revisions to the program/center/office?

The period of 2020-2022 primarily saw the Office shifting procedures, meetings, and events to a digital and/or electronic environment in response to the Covid pandemic.

- Provide evidence of the program/office/center goals clearly articulated in MTS publications and on MTS website for public review

Not applicable, as the Office of Academic Affairs is not a public-facing office.

Faculty and Staff

- Describe professional growth activities within the office (Note: Use professional- development in faculty development plan or with HR performance evaluation)

I utilized training through IT on new resources and worked with individual faculty to train them on using electronic internal forms and documents.

Integrated Systems and Communications

- What other committees or offices (internal and external) support this program and how is that supported documented?

IT (help desk request emails), Finance (check request), Facilities (room request emails), HR (adjunct contracts and employment forms), Hospitality (email requests)

- How is the review of this level of support addressed?

Any problems/issues unresolved via direct communication are discussed with the Dean of the Faculty.

- Discuss how the program/department communicates with other offices and/committees about the implementation of support.

Support needs are primarily communicated via email, with occasional in-person conversations as needed and available.

- What are the key improvements? (please indicate which offices/committees were involved in these decisions for improvement)

The Office of Academic Affairs seeks to maximize the benefits of improvements to the systems of the institution (IT, Finance, etc.) and requests improvements on behalf of the faculty as needed and feasible.

2. Institutional Resources (i.e., linking programs and budgets to the Strategic Plan, MTS Mission, and Values) Please populate using the Theory of Change table from your Annual Report below

- Input- Using presents, how does your office/program use the funding currently allocated for the office/program?
- Input- Using presents, to what extent has your office/program integrated technology into its outputs (activities)—stuff used but paid out of your budget
- Input-What direction is the office/program moving towards regarding technology?
Faculty are increasing their use of technology in the classroom, and technology use is also increasing within meetings (online and/or hybrid) and events, which now default to a streaming option if they are not entirely online.
- Output-Based upon the office activities, is there an anticipated need not currently addressed?
- Output- Based upon the office activities Do the current facilities, resources, and equipment meet the needs of the department/program?
Academic Affairs has always needed to find external facilities for Commencement, and we have had the resources budgeted to do so.
- Outcome-Consider the results from program/office activities, what are the limitations or opportunities for improvement of the facilities?
No longer applicable with property sale.

Input (Resources)	Output (Events/Activities)	Output (Upcoming Events/Activities)	Measures	Outcomes
<i>(broad estimates excluding FT personnel costs)</i> <i>Dean Support 4%</i> <i>PT Instructional Supplementation 66%</i> <i>Faculty Support 20%</i> <i>Academic Affairs Events 10%</i>	<i>Faculty meetings</i> <i>Adjuncts teaching</i> <i>Dean, Faculty, and Adjunct finances processed</i> <i>Convocation</i> <i>Graduation</i>	<i>All regularly occurring or ongoing.</i>		

Quality and Viability Measures

Priority for Review	Program Data	Priority for Review	Office/Administrative Data	Priority for Review	Service Data
	Full-time to part-time faculty ratios (by course)		Collaborative Agreements		Satisfaction Rate
	Student to faculty ratios		Increased Resources		Response Time
	Individual course completion rates		Cost Savings		Diversity in Audience
	Accreditation criteria/standard		Professional Development		Technological Enhancement
	Community and organizational engagement		Increased Targets		
	Placement rates for graduates				
	Appropriately credentialed faculty				
	Growth and strategic plans				
	Participation Rate Advisement				
	Maintenance of appropriate library resources to support program				
	Learning Management System				
	Technology Infrastructure				
	Class size				
	Persistence Rate				
	Retention Rate				
	Learning Outcomes				
	Intrapersonal-Group Dynamics				
	Problem Solving Skills				

	Decision Making Skills				
	Interpersonal-Self Reflection				
	Communication Skills				