

Annual Report

An overview of the annual report due January 31, 2022.

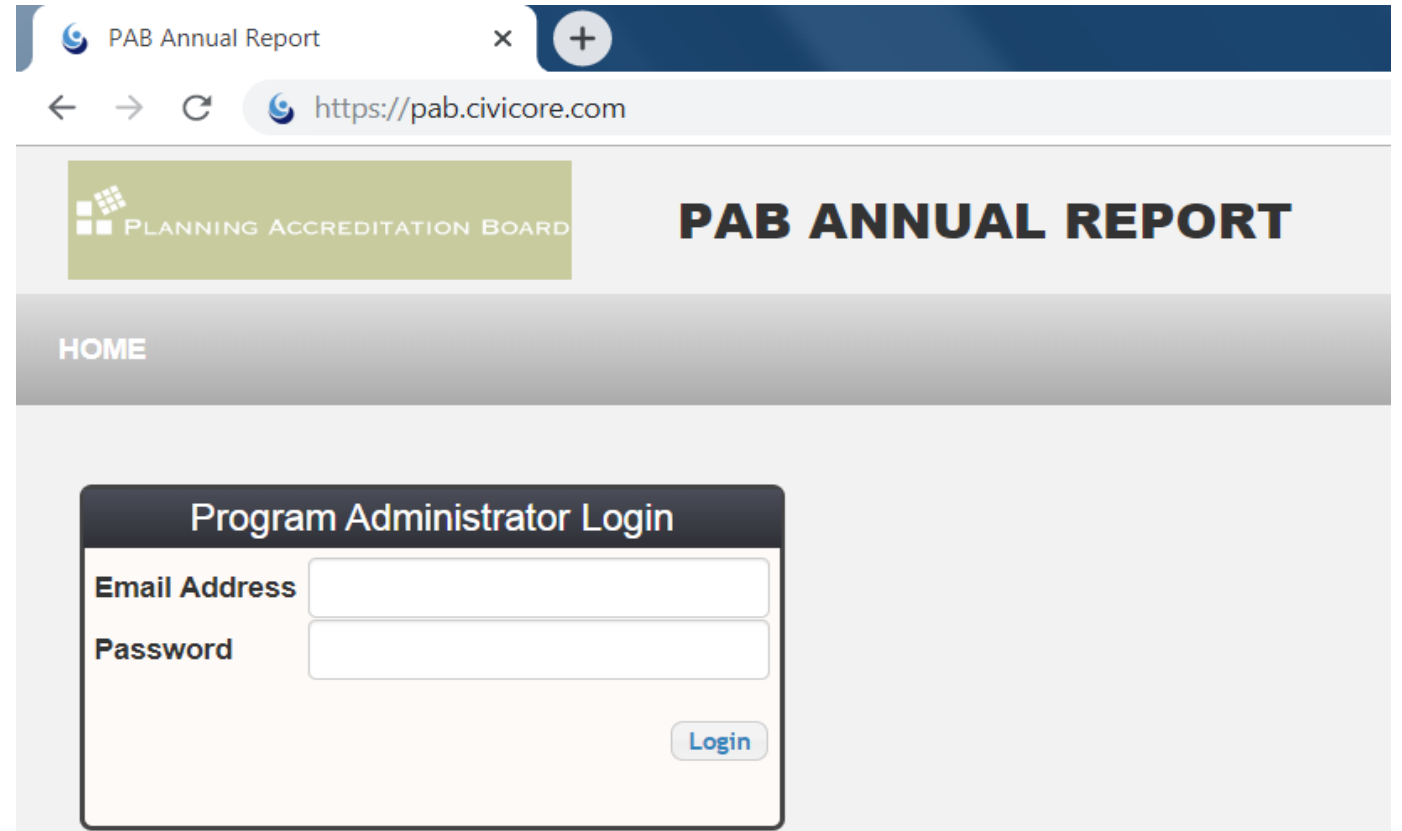


Log into the Annual Report

Log In:

- 1) Go to <https://pab.civicore.com>
- 2) Enter Email Address
- 3) Enter Password

- For help with login information, contact PAB staff



The screenshot shows a web browser window with the title "PAB Annual Report" and the URL "https://pab.civicore.com". The page header includes the "PLANNING ACCREDITATION BOARD" logo and the text "PAB ANNUAL REPORT". Below the header is a "HOME" link. The main content area features a "Program Administrator Login" form with two input fields: "Email Address" and "Password", and a "Login" button.

Accessing the Annual Report

Steps After Logging In:

- 1) Select Institutions
- 2) Select the Institution Name
- 3) Select Programs
- 4) Select the Program Name
- 5) Select Annual Reports
- 6) Select Add current year's report

Note: Only institutions with two accredited programs will have more than one program listed to view. Next to the Annual Reports tab is the Faculty FTE tab, which will be needed to complete Part 4 of the report.

Part 4. Student/Faculty Ratio

Program Information Faculty FTE Annual Reports

Data contained in the Annual Report may be used and shared by PAB for information reporting purposes, with the exception of Part I, Substantive Changes

+ Add current year's report

Let's Begin

First select the report year and program type as different questions show up depending on the level of the program.

Next, go to the bottom of the report, select No then Save.

As you go through the report you can save your progress by selecting Save at the top or bottom of the page.

The system will log you out automatically after a period of inactivity, save often to prevent the loss of information.

Program Information Faculty FTE Annual Reports

** Required field*

Save Cancel

The Annual Report is defined in the semester system as the time period that begins with the fall session prior to the due date of the report (January 31), and ends with the spring session (or summer session if applicable) in which the report is due (i.e. 2012 Annual Report is for AY 2012-2013). Please note: student composition data is reported as of December 31 of the report year or the fall semester only.

* Report Year -- Select--

Program Type -- Select--

Upon completion of the Annual Report, please select 'yes' from the dropdown box and click the save button. This certifies that you have finished the report and wish to submit it to PAB

* Submit Report to PAB No

Save Cancel

Sections of the 2021 Annual Report

- Part 1. Substantive Changes
- Covid-19 Adaptations
- Part 2. Student Data
- Part 3. Faculty Data
- Part 4. Student/Faculty Ratio

Part 1. Substantive Changes

This section is to notify PAB of changes to your Program in the listed areas in Question #1. If one or more boxes are checked indicating a substantive change, proceed to the text box below to explain the change and its effects.

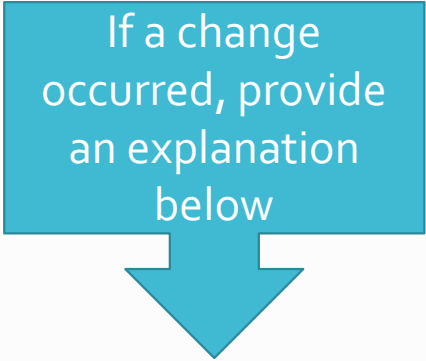

If no substantive change has occurred, check the box above the text field that indicates None of the above changes occurred and proceed to Question #2.

Hide Part 1: Substantive Changes

1. If your program has undergone a Substantive Change since the most recent review or annual report, you must notify PAB of the change. Please select any changes that apply and explain how the program is managing the noted change in the text box below. Substantive Changes include, but are not limited to the following:

- The withdrawal, or risk thereof, of institutional accreditation**
- A change or variation in the name of the Program and/or Degree title
- A change or variation in the length of the Program (i.e. minimum of 2 and 4 years of full-time study for graduate and undergraduate degrees, respectively)
- A change or variation in the Program's primary focus
- A change in location or administrative unit for the Program
- A significant change in curriculum requirements and/or credit hours
- A significant change in the method of delivery of courses such that $\geq 25\%$ of required credit hours are offered through distance, correspondence, or other alternate delivery
- The appointment of a program administrator or interim administrator who does not have tenure, or who does not have an educational background or substantial experience in planning
- An increase or decrease of 20% or more in the number of enrolled students
- A decrease of 20% or more in the number of teaching faculty
- A decrease of 50% or more of the number of minority or female faculty
- A change in resources affecting the ability to deliver the Program, including the addition of a new degree program
- Other material change *Describe and provide detail below.*
- None of the above changes occurred since our last annual report, progress report or self-study.

Please explain the reason and effect of the noted Substantive Change on the program as it relates to compliance with PAB accreditation standards.



- If there were no substantive changes, select None of the above

Part 1. continued

For Question #2, if your program provides a link to the current strategic plan on your website please list the link in the space provided.

For Question #3, the Public Information template for Criterion 1F can be found on the PAB website. Please provide the direct link to the completed template on your program's webpage in this section.

2. Strategic Plan: PAB encourages each program to provide its strategic plan on its website. If relevant, please provide the url link to this document.

3. Criterion 1F Public Information: Please provide the URL link to document compliance with this criterion.



Criterion 1F Public Information

- Template can be found on the PAB Website under Accreditation Resources at <https://www.planningaccreditationboard.org/public-information-template/>

The screenshot shows the Planning Accreditation Board website. The header includes the logo and navigation links: Administrators and Educators, Site Visitors, Resources & Publications, Accredited Programs, and Why Accreditation. The main content area is titled 'Reporting' and 'Materials for Presentation of Public Information/Criterion 1F'. Below the title, there is a paragraph of text explaining the requirements for public information. At the bottom, there are three download links: 'Template for PAB Criterion 1F/Public Information (ADA accessible Word document)', 'Instructions for 1F Template (PDF)', and 'Guide for Student Achievement as Determined by the Program (PDF)'.

Covid-19 Adaptations

If your program intends to make a temporary measure permanent, then a substantive change must be submitted in Part 1.

Hide COVID-19 Adaptations

If your program intends to make a temporary measure permanent, then a substantive change must be submitted.

1) For spring 2021, select the temporary modifications taken to adapt to the pandemic (check all that apply)

2) For fall 2021, what best describes the current status of studio or client-based courses (if applicable)?

3) For fall 2021, what best describes the current status of all other courses in the Program?

4) The pandemic has had a significant impact on academic institutions. What is the current status at your University/institution? (check all that apply)

- All courses delivered via distance
- Pass/fail grades
- Modifications to credit requirements
- Modifications to internship requirements
- Other (explain)

-- Select --

-- Select --

- Hiring freeze has been implemented
- Layoffs or furloughs of faculty and/or staff have occurred or are under consideration
- Budget reductions have occurred
- Budget reductions (initial or additional) are under consideration for future implementation
- Elimination of some programs/majors has occurred
- Elimination of some programs/majors is under consideration for future implementation
- Not Applicable
- Other (explain)

Part 2. Student Data

The data entered in the Student Race and Ethnicity should be for students in the fall semester of the report year. Full-time and part-time student status are determined by the program.

To complete these tables, the total of both rows in the Student Ethnicity table, must equal the sub-total from the Student Race table, which is the total number of US students.

Hide
Part 2: Student Data

Hide
Student Race - U.S. Citizens and Permanent Residents

Provide the race for full-time and part-time students enrolled during the fall semester or as of December 31 of this report year. Programs may include non-binary data if applicable.

	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Total
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Native Hawaiian and Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Some Other Race Alone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Two or more Races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Sub-Total (Citizens and Residents)	0	0	0	0	0	0	0
International Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	0	0	0	0

Hide
Student Ethnicity - US Citizens and Permanent Residents Only

Provide the ethnicity for all the U.S. Citizens and Permanent Residents reported in the Student Race table above. Note: Ethnicity supplements Race data.

	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Total
Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Not Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

- Student data for the Race & Ethnicity tables are the fall 2021 semester
- Programs may include non-binary data if applicable
- **Student Ethnicity is for U.S. citizens and residents only**
- Not Hispanic or Latino – fill out by subtracting Hispanic or Latino students from the U.S. Sub-Total row above

Part 2. Student Enrollment Data

New Students Admitted refers to the initial cohort group for the year specified in the heading.




Retention Rate

Bachelor's programs: the percentage of students enrolled one year after declaring their major

Master's programs: the percentage of first-year students who return in the 2nd year

Student Enrollment Data Academic Year 2020-2021

Provide admissions data for the academic year specified (example provided below).

Number of Applications Reviewed for Admission 	<input type="text"/>
Number of Applicants Admitted	<input type="text"/>
Number of New Students Admitted who Enrolled - Full-Time	<input type="text"/>
Number of New Students Admitted who Enrolled - Part-Time	<input type="text"/>
Number of Total Students Enrolled - Full-Time	<input type="text"/>
Number of Total Students Enrolled - Part-Time	<input type="text"/>
Retention Rate - Full-Time 	<input type="text"/> %
Retention Rate - Part-Time 	<input type="text"/> %

- **Number of Applications Reviewed for Admission** – applicants reviewed in AY 2020-21 for Fall 2021.
- **Number of Applicants Admitted** – students admitted to the Fall 2021 class out of the applications reviewed above.
- **Number of New Students Admitted who Enrolled** – the amount of new students admitted above that enrolled in classes for Fall 2021.
- **Number of Total Students Enrolled** – the number of new students enrolled above as well as any previously admitted students that enrolled for Fall 2021.
- **Retention Rate** – the percentage of students who began studies in Fall 2020 and continued into Fall 2021.

Part 2. Student Graduation Data

Depending on which report type is selected when beginning the annual report, these fields will appear differently.

Three of the fields for each program are required on the 1F template.

Master's Program

Hide Student Graduation Data	
Number of degrees awarded for AY 2020-2021	1F
Number of degrees expected for AY 2021-2022	
Percentage of students graduating within 2 years, entering class of 2019	%
Percentage of students graduating within 3 years, entering class of 2018	%
Percentage of students graduating within 4 years, entering class of 2017	1F
Percentage of students taking the AICP exam within 5 years who pass, graduating class of 2016	1F
N/A, no graduates from the listed class year have taken the exam	<input type="checkbox"/>

Bachelor's Program

Hide Student Graduation Data	
Number of degrees awarded for AY 2020-2021	1F
Number of degrees expected for AY 2021-2022	
Percentage of students graduating within 4 years, entering class of 2017	%
Percentage of students graduating within 5 years, entering class of 2016	%
Percentage of students graduating within 6 years, entering class of 2015	1F
Percentage of students taking the AICP exam within 7 years who pass, graduating class of 2014	1F
N/A, no graduates from the listed class year have taken the exam	<input type="checkbox"/>


Part 2. continued Student Employment Data

Provide the number of graduates in each employment status.

For the 1F template, convert the first row, Graduates employed within 1 year of graduation in a planning or planning related job, into a percent.

Hide Student Employment Data

Provide the student employment data for the graduating class of 2020.

Number of graduates employed within 1 year of graduation in a professional planning or planning-related job	<input type="text"/>
Number of graduates who pursue further education within 1 year of graduation	<input type="text"/>
Number of graduates not employed in planning or planning-related jobs or unemployed within 1 year of graduation	<input type="text"/>
Number of graduates with unknown employment status	<input type="text"/>
Total 	<input type="text" value="0"/>

Convert to % for 1F

- Provide the number of all graduates, regardless of part-time or full-time enrollment status, in part-time or full-time positions

Part 3. Faculty Data

The data entered in Faculty Race and Ethnicity should be current up to Spring 2022.

To complete these tables, the total of both rows in the Faculty Ethnicity table, must equal the sub-total from the Faculty Race table, which is the total number of US faculty.

Part 3: Faculty Data

Provide the race for all U.S. citizen and permanent resident faculty members in the accredited program. Full-time faculty are tenure track with a primary appointment in the planning unit. Part-time faculty are tenure track from other academic departments. Adjunct/Contract faculty are non-tenure faculty and faculty hired with multi-year and annual contracts. Programs may include non-binary data if applicable.

Faculty Race - U.S. Citizens and Permanent Residents

	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Adjunct/Contract Faculty Male	Adjunct/Contract Faculty Female	Adjunct/Contract Faculty Non-Binary	Total
White										0
Black or African American										0
American Indian or Alaska Native										0
Asian										0
Native Hawaiian and Other Pacific Islander										0
Some Other Race Alone										0
Two or More Races										0
Unknown										0
Sub-Total (Citizens and Residents)	0	0	0	0	0	0	0	0	0	0
International Faculty										0
Total	0	0	0	0	0	0	0	0	0	0

Faculty Ethnicity - US Citizens and Permanent Residents Only

Provide the ethnicity for all the U.S. Citizens and Permanent Residents reported in the Faculty Race table above. Note: Ethnicity supplements Race data.

	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Adjunct/Contract Faculty Male	Adjunct/Contract Faculty Female	Adjunct/Contract Faculty Non-Binary	Total
Hispanic or Latino										0
Not Hispanic or Latino										0

- **Faculty Ethnicity is for U.S. citizens and residents only**
- Not Hispanic or Latino – fill out by subtracting Hispanic or Latino faculty from the U.S. Sub-Total row above

Part 3. Faculty Data continued

AICP Representation

AICP Representation in Faculty	
Provide the number of teaching faculty in the accredited program who are members of AICP.	
Full-time AICP Faculty	<input type="text"/>
Part-time AICP Faculty	<input type="text"/>
Adjunct/Contract AICP Faculty	<input type="text"/>
Total AICP Faculty	0

- List the number of teaching faculty who are members of AICP.

Part 4. Student/Faculty Ratio

Several of the fields in this section are automatically generated based on information previously provided in this report.

Complete the Faculty FTE section of the report by clicking on the Faculty FTE tab at the top of the page.

Provide the total faculty teaching FTE for the current academic year and the program's definition of a full-time teaching load.

Part 4: Student/Faculty Ratio

Provide the total faculty teaching FTE for the current academic year and the program's definition of a full-time teaching load. To determine the most accurate student/faculty ratio, please complete the Faculty FTE section of the report by clicking on the Faculty FTE tab above. If the Faculty FTE section was previously completed, please make sure the data is current. Note: Several fields below are automatically generated based on information previously provided in this report. If the data is incorrect, please review the previously entered data for errors or omissions. If the problem persists, please contact PAB.

Total Full Time Students ?	0
Part-Time Students FTE ?	0
Total Students FTE ?	0
Total Faculty Teaching FTE (New) ?	
Student/Faculty Teaching Ratio ?	0

Please provide the programs definition of a full-time teaching load:

Program Information **Faculty FTE** * Annual Reports

This section contains all the full-time, part-time, and adjunct faculty members who teach in the PAB-accredited planning program. To add a faculty member, click on the "Add Faculty" button. Please include the First and Last Name, Teaching Status (Full-time, Part-time*, or Adjunct) and the Teaching FTE for the respective faculty member. Each faculty member's Teaching FTE should be calculated by dividing the credit hours s/he teaches in the accredited program, by the program's definition of what constitutes a full-time teaching load. If a faculty member is on leave or not teaching for the current school year, include them in this section as a 0.00 Teaching FTE and check the inactive box.

If PAB accredits two programs at the institution, two separate Faculty sections must be completed. Additionally, please remember to divide each faculty members FTE between the two accredited programs. Example Faculty Teaching FTE calculations are found at the bottom of this page.

* Non-planning faculty from within the University who teach: part-time in the planning unit; graduate core courses required for the planning degree; courses in other departments required for planning concentrations; courses in other departments taken as an elective by a critical mass of planning students. Graduate TAs should not be included.

Total Teaching Faculty FTE 10.82

Showing 19 record(s). [Add Faculty](#)

First Name	Last Name	Teaching FTE	Teaching Status
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Provide the total number from the Faculty FTE tab

- If the Faculty FTE section was previously completed, make sure it is up to date.
- There are example FTE calculations on the Faculty FTE tab for different faculty situations.

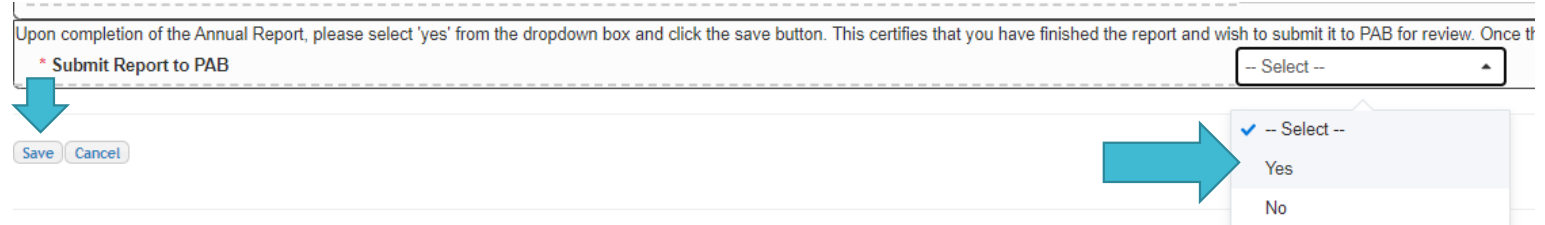
Submit Report

Once the report is complete and all sections have been reviewed for accuracy, select Yes from the drop down menu and then select Save to submit the annual report to PAB.

Additional Questions

Visit the FAQ page on the PAB website

For technical issues, please contact Jaclyn Hade



Upon completion of the Annual Report, please select 'yes' from the dropdown box and click the save button. This certifies that you have finished the report and wish to submit it to PAB for review. Once th

* Submit Report to PAB

-- Select --

Save Cancel

-- Select --

Yes

No

- To submit the report, select Yes from the drop down menu, and then select Save
- Once the report is submitted, the Program will not be able to make edits

Frequently Asked Questions (FAQs)

PAB Staff

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