



Annual Report

An overview of the annual report due January 31, 2023.

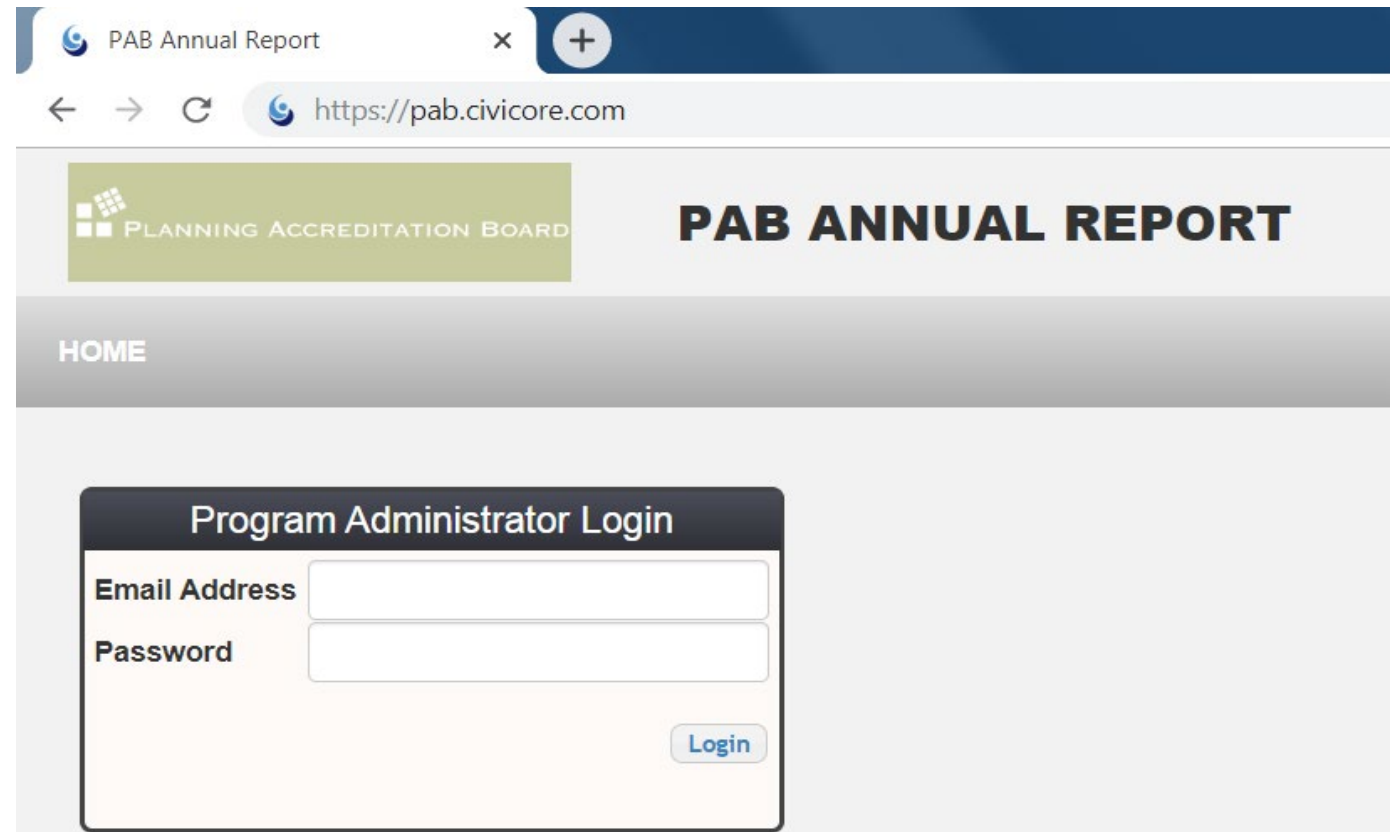


Log into the Annual Report

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 features the Planning Accreditation Board (PAB) logo and the text "PAB ANNUAL REPORT". Below this is a "HOME" link. The main content area contains a "Program Administrator Login" form with fields for "Email Address" and "Password", and a "Login" button.

PAB Annual Report

https://pab.civicore.com

PLANNING ACCREDITATION BOARD

PAB ANNUAL REPORT

HOME

Program Administrator Login

Email Address

Password

Login

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

The screenshot shows a web application interface with the following elements:

- Step 1:** The "INSTITUTIONS" tab is selected in the top navigation bar.
- Step 2:** A search bar labeled "Institution Name" is shown with the text "Your Institution Name" below it. A "view" button is to the right.
- Step 3:** The "Programs" tab is selected in the second navigation bar, which also includes "School Information" and "Program Administrator".
- Step 4:** A search bar labeled "Program Name" is shown with the text "Your Program Name" below it. A "view" button is to the right.
- Step 5:** The "Annual Reports" tab is selected in the bottom navigation bar, which also includes "Program Information" and "Faculty FTE".
- Step 6:** A button labeled "Add current year's report" is located at the bottom right of the page.

At the bottom of the page, there is a disclaimer: "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".

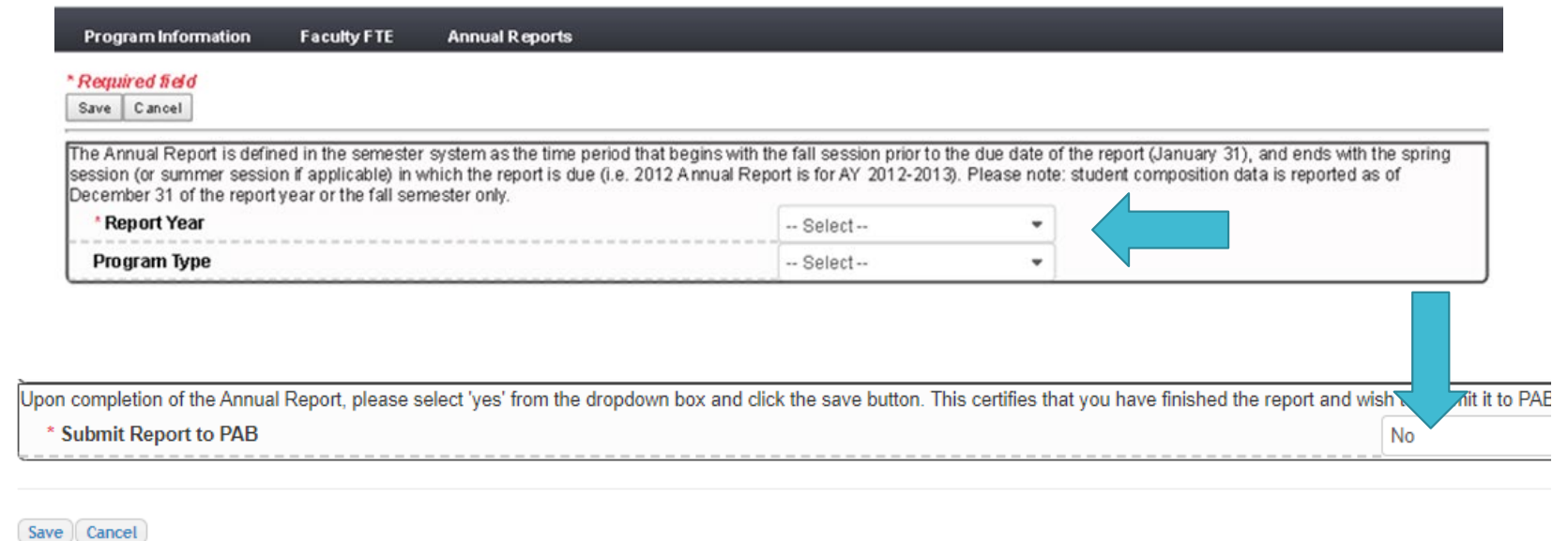
Let's Begin

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.



The screenshot shows a web form titled "Annual Reports" with tabs for "Program Information", "Faculty FTE", and "Annual Reports". A red asterisk indicates a "Required field". Below this are "Save" and "Cancel" buttons. A text box explains the Annual Report definition. Below this are two dropdown menus: "Report Year" and "Program Type", both showing "-- Select --". A blue arrow points to the "Report Year" dropdown. Below the dropdowns is a section titled "Submit Report to PAB" with a "No" button. A blue arrow points down to the "No" button. At the bottom of the form are "Save" and "Cancel" buttons. A blue arrow points up to the "Save" button.

*** 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 PAE

*** Submit Report to PAB** No

Save Cancel

Sections of the 2022 Annual Report

- Part 1. Substantive Changes
- Part 2. Student Data
- Part 3. Faculty Data
- Part 4. Student/Faculty Ratio
- Part 5. Supplemental Questions

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	<input type="checkbox"/>
A change or variation in the name of the Program and/or Degree title	<input type="checkbox"/>
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)	<input type="checkbox"/>
A change or variation in the Program's primary focus	<input type="checkbox"/>
A change in location or administrative unit for the Program	<input type="checkbox"/>
A significant change in curriculum requirements and/or credit hours	<input type="checkbox"/>
A significant change in the method of delivery of courses such that ≥25% of required credit hours are offered through distance, correspondence, or other alternate delivery	<input type="checkbox"/>
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	<input type="checkbox"/>
An increase or decrease of 20% or more in the number of enrolled students	<input type="checkbox"/>
A decrease of 20% or more in the number of teaching faculty	<input type="checkbox"/>
A decrease of 50% or more of the number of minority or female faculty	<input type="checkbox"/>
A change in resources affecting the ability to deliver the Program, including the addition of a new degree program	<input type="checkbox"/>
Other material change <i>Describe and provide detail below.</i>	<input type="checkbox"/>
None of the above changes occurred since our last annual report, progress report or self-study.	<input type="checkbox"/>

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

If a change occurred, provide an explanation below

- 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 1D can be found on the PAB website. Please provide the direct link to the completed template on your program’s website 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 1D Public Information: Please provide the URL link to document compliance with this criterion.



Criterion 1D Public Information

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

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Reporting

Materials for Presentation of Public Information/Criterion 1D

Accredited programs are required to make certain performance-related data available to the public at all times. Programs are required to use the PAB-designed template for presenting this information. All programs will be provided updated AICP exam data annually each November. PAB has also developed a guide to assist programs with their unique measures of student achievement.

Template for PAB Criterion 1D/Public Information (ADA accessible Word document)Download

Instructions for 1D reportingDownload

Guide for Student Achievement as Determined by the Program (PDF)Download

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							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
International Students							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							0
Not Hispanic or Latino							0

- Student data for the Race & Ethnicity tables are the fall 2022 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

Hide

Student Enrollment Data Academic Year 2021-2022

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

Number of Applications Reviewed for Admission ?	
Number of Applicants Admitted	
Number of New Students Admitted who Enrolled - Full-Time	
Number of New Students Admitted who Enrolled - Part-Time	
Number of Total Students Enrolled - Full-Time	
Number of Total Students Enrolled - Part-Time	
Retention Rate - Full-Time ?	%
Retention Rate - Part-Time ?	%

- **Number of Applications Reviewed for Admission** – applicants reviewed in AY 2021-22 for Fall 2022.
- **Number of Applicants Admitted** – students admitted to the Fall 2022 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 2022.
- **Number of Total Students Enrolled** –the number of new students enrolled above as well as any previously admitted students that enrolled for Fall 2022.
- **Retention Rate** – the percentage of students who began studies in Fall 2021 and continued into Fall 2022.



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 1D template.

Master's Program

Hide

Student Graduation Data

Number of degrees awarded for AY 2021-2022	1D	
Number of degrees expected for AY 2022-2023		
Percentage of students graduating within 2 years, entering class of 2020		%
Percentage of students graduating within 3 years, entering class of 2019		%
Percentage of students graduating within 4 years, entering class of 2018	1D	%
Percentage of students taking the AICP exam within 3 years who pass, graduating class of 2018	1D	%
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 2021-2022	1D	
Number of degrees expected for AY 2022-2023		
Percentage of students graduating within 4 years, entering class of 2018		%
Percentage of students graduating within 5 years, entering class of 2017		%
Percentage of students graduating within 6 years, entering class of 2016	1D	%
Percentage of students taking the AICP exam within 5 years who pass, graduating class of 2016	1D	%
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 1D 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 2021.

Number of graduates employed within 1 year of graduation in a professional planning or planning-related job	<div>Convert to % for 1D</div> <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"/>

- 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 2023.

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.

Hide

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.

Hide

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

Hide

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

Hide

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).

First Name	Last Name	Teaching FTE	Teaching Status
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[Add Faculty](#)

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.

Part 5. Supplemental Questions

Hide Part 5. Supplemental Questions

1. What type(s) of data should PAB collect or make publicly available that would be useful to your program, the planning academy, and/or profession?

- This section is not required but encouraged.
- Please provide a response to the supplemental question in the text box.

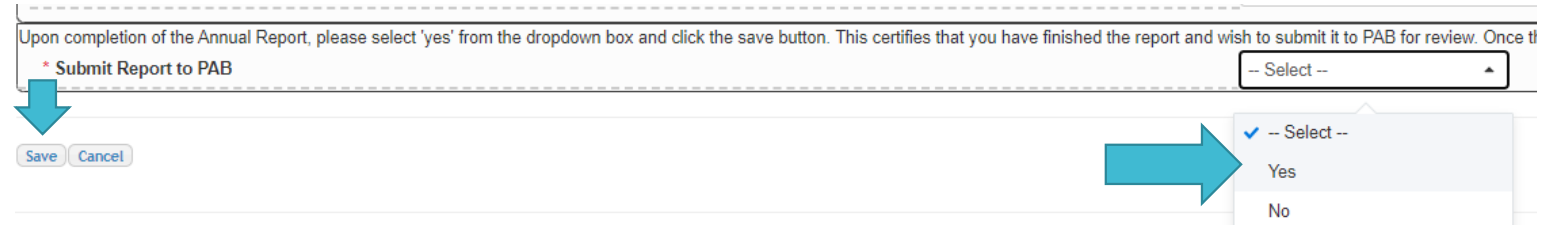
Submit Report

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



- 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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