Annual Report

An overview of the annual report due January 31, 2024.
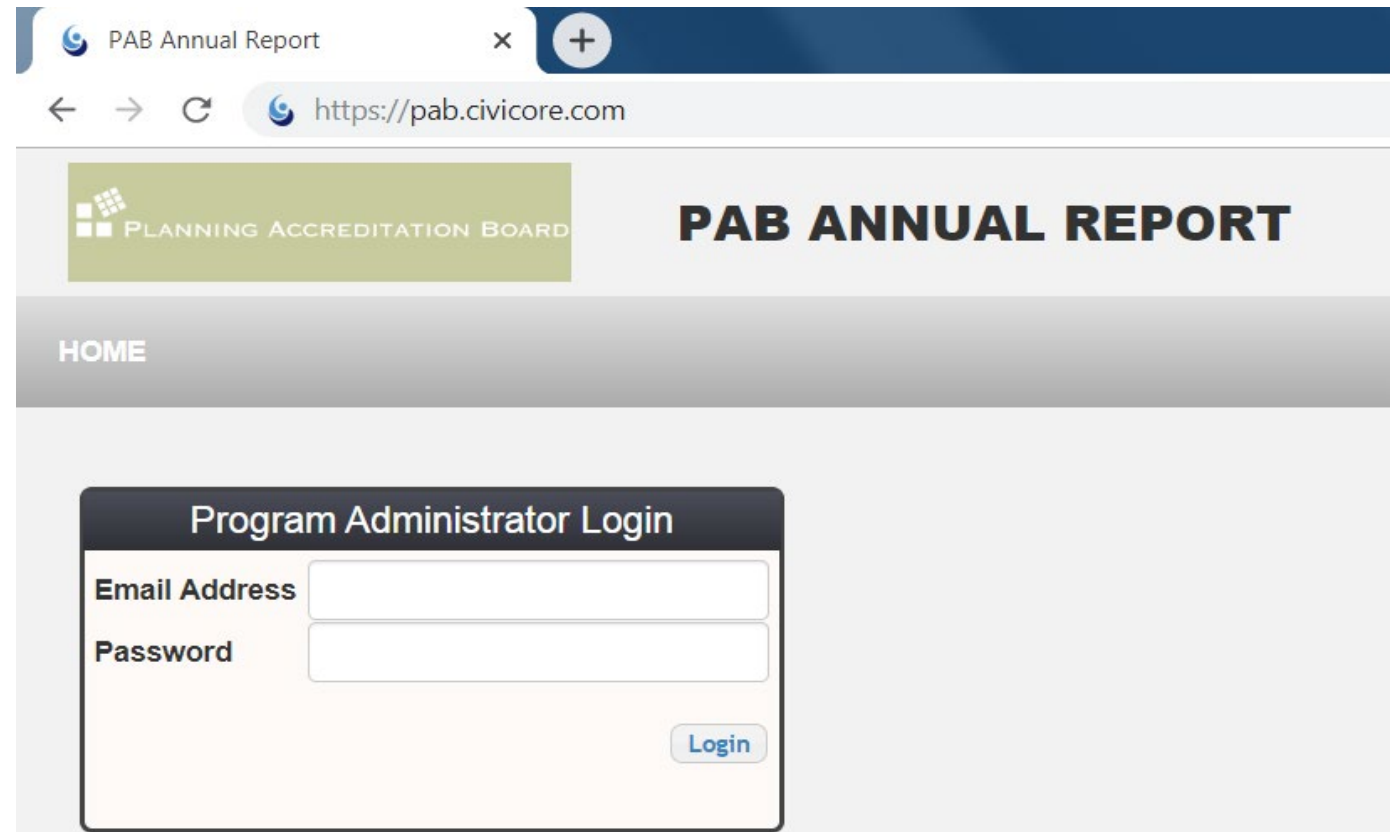
Log into the Annual Report

Log In:

1) Go to https://pab.civicore.com

2) Enter Email Address

3) Enter Password

• For help with login information, contact PAB staff

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.

HOME   CONTACTS   INSTITUTIONS   `1`

Showing 1 record(s).

Institution Name   `2`

Your Institution Name

🔍 view

School Information   Program Administrator ② **Programs**   `3`

Showing 2 record(s).

Program Name   `4`

Your Program Name

🔍 view

Part 4. Student/Faculty Ratio

Program Information   Faculty FTE   Annual Reports   `5`

`6`

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
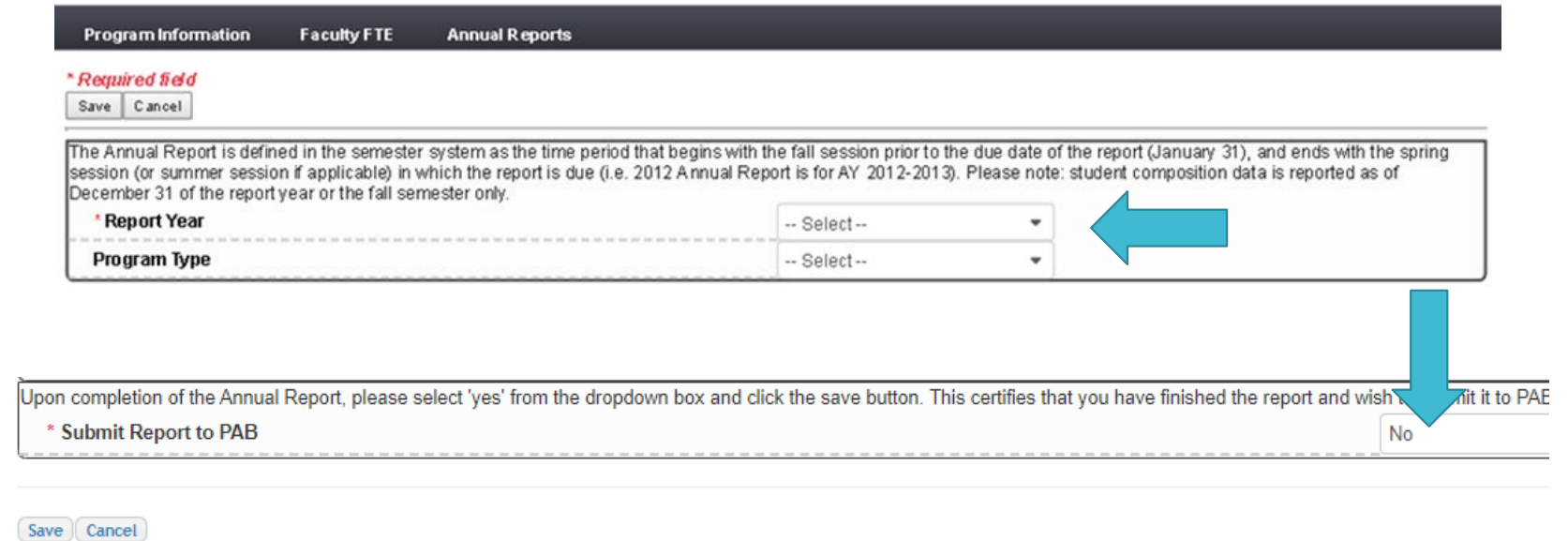
➕ Add current year's report

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 2023 Annual Report

- Part 1. Substantive Changes

- Part 2. Student Data

- Part 3. Faculty Data

- Part 4. Student/Faculty Ratio

- Part 5. Curriculum Data

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.

Part 1: Substantive Changes

Hide

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 ≥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 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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Planning Accreditation Board

Administrators and Educators   Site Visitors   Resources & Publications   Accredited Programs   Why Accreditation

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 reporting   Download

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.

- Student data for the Race & Ethnicity tables are the fall 2023 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 Total U.S. Students 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 2022-2023

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 2022-23 for Fall 2023.

- **Number of Applicants Admitted** – students admitted to the Fall 2023 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 2023.

- **Number of Total Students Enrolled** –the number of new students enrolled above as well as any previously admitted students that enrolled for Fall 2023.

- **Retention Rate** – the percentage of students who began studies in Fall 2022 and continued into Fall 2023.

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 2022-2023 **1D**	
Number of degrees expected for AY 2023-2024	
Percentage of students graduating within 2 years, entering class of 2021	%
Percentage of students graduating within 3 years, entering class of 2020	%
Percentage of students graduating within 4 years, entering class of 2019 **1D**	%
Percentage of students taking the *AICP exam* within 3 years who pass, graduating class of 2019 **1D**	%
N/A, no graduates from the listed class year have taken the exam	☐
Provide additional detail pertaining to retention and/or graduation data here (if applicable):	

Bachelor's Program

☐ Hide **Student Graduation Data**

Number of degrees awarded for AY 2022-2023 **1D**	
Number of degrees expected for AY 2023-2024	
Percentage of students graduating within 4 years, entering class of 2019	%
Percentage of students graduating within 5 years, entering class of 2018	%
Percentage of students graduating within 6 years, entering class of 2017 **1D**	%
Percentage of students taking the *AICP exam* within 5 years who pass, graduating class of 2017 **1D**	%
N/A, no graduates from the listed class year have taken the exam	☐
Provide additional detail pertaining to retention and/or graduation data here (if applicable):	

Part 2. continued Student Employment Data

Provide the number of graduates in each employment status.

For the 1D Public Information 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 2022.

Convert to % for 1D

Number of graduates employed within 1 year of graduation in a professional planning or planning-related job

Number of graduates who pursue further education within 1 year of graduation

Number of graduates not employed in planning or planning-related jobs or unemployed within 1 year of graduation

Number of graduates with unknown employment status

Total ❓ 0

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

Faculty Type

For PAB accreditation purposes, faculty are defined as follows:

The data entered for Faculty should be current up to Spring 2024.

- **Full-time in Planning Unit** are tenured, tenure track, and non-tenure track faculty hired with multi-year contracts. Graduate teaching assistants are excluded. Full-time in Planning Unit faculty are employed full-time by the University with a primary appointment in the planning unit.

- **Part-time in Planning Unit** are tenured, tenure track and contract faculty from other academic departments in the University who teach: graduate core courses required for the planning degree; courses in other departments required for planning specializations; and/or courses in other departments taken as an elective by a critical mass of planning students. Graduate teaching assistants are excluded.

- **Adjunct** and other instructional faculty are not employed full-time by the University, who teach specific courses on a course-by-course basis.

Part 3. Faculty Data

Data entered for Faculty should be current up to Spring 2024.

Faculty Race - U.S. Citizens and Permanent Residents

	Full-Time Male T/TT	Full-Time Female T/TT	Full-Time Non-Binary T/TT	Full-Time Male Contract	Full-Time Female Contract	Full-Time Non-Binary Contract	Part-Time Male T/TT	Part-Time Female T/TT	Part-Time Non-Binary T/TT	Part-Time Male Contract	Part-Time Female Contract	Part-Time Non-Binary Contract	Adjunct Faculty Male	Adjunct Faculty Female	Adjunct Faculty Non-Binary	Total
Asian																0
Black or African American																0
Native Hawaiian / Pacific Islander																0
Native North American / Indigenous																0
White																0
Some Other Race Alone																0
Two or More Races																0
Unknown																0
Total U.S. Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
International Faculty																0
Total Faculty	0	0	0	0	0	0	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.

Total fields combined must equal the Total U.S. Faculty from the Faculty Race - U.S. Citizens and Permanent Residents table.

Faculty Ethnicity is for U.S. citizens and residents only

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

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 (including FAICP).

Full-time in Planning Unit AICP Faculty	
Part-time in Planning Unit AICP Faculty	
Adjunct AICP Faculty	
Total AICP Faculty	0

- List the number of teaching faculty who are members of AICP (including FAICP).

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 —
Student/Faculty Teaching Ratio —

Please provide the program's definition of a full-time teaching load:

Provide the total number from the Faculty FTE tab

Program Information   Faculty FTE   Annual Reports

This section contains all the Full-time in Planning Unit, Part-time in Planning Unit, 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 in Planning Unit, Part-time in Planning Unit*, 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 they teach 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

- 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.

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Part 5. Curriculum Data

Part 5: Curriculum Data ⊟ Hide

1. Institution's Academic Calendar

○ Semester
○ Quarter

2. Provide the number of credit hours required for graduation

Required Core	
Electives	
Total Credit Hours Required for Graduation	0

3. In the required credit hours, provide the total number of credit hours by course modality.

Definitions:
Traditional – 100% on-campus instruction; physical classroom is primary learning environment.
Fully online – No campus presence; all activities are conducted online synchronously or asynchronously.
On-campus hybrid – Blend of in-person sessions with online asynchronous learning opportunities.

	Traditional	Fully online	On campus hybrid	Other
Required Core				
Electives				

4. Please provide an explanation for the "Other" category above (if applicable).

5. Are any required courses offered in a hybrid-flexible modality, where students choose to participate in-person or online (synchronously or asynchronously)? If so, how many credit hours does this constitute?
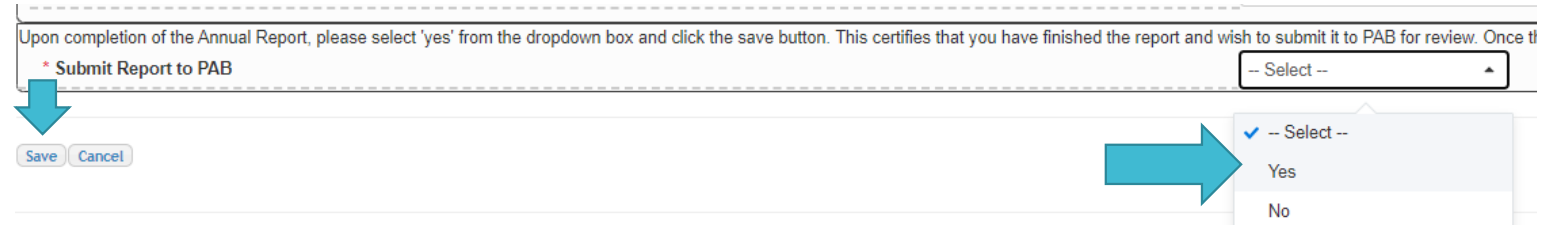
Submit Report

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 --

✓ -- Select --
Yes
No

Save   Cancel

- 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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