***Annual Report (AR) to CACB***

Institution:

Date:

**The purpose of the Annual Report**

The Programs are required to submit through narrative and statistical reporting an Annual Report (AR) every year to maintain their accreditation status.

Depending on the year of their Accreditation Term, the Program is expected to submit either both narrative and statistical sections, or the statistical section only.

The data gathered from the statistical section of the Annual report will feed the Research Committee’s initiatives.

Annual Reports are due at the CACB office on **June 30 of each year**, and must include the following:

1. A response, in the order listed, to each CACB condition identified as “not met” and to each cause of concern listed in the Team Findings section of the VTR. The AR narrative may also address any new changes or areas of specific expertise;
2. If applicable, demonstration of compliance with revised or new CACB Conditions and Terms for Accreditation and the Procedures for Accreditation, or a plan and schedule for achieving compliance;
3. Clearly written documentation of any major curriculum or structural changes to any part of the architectural program or programs; The AR narrative should describe how these changes directly affect the Program’s compliance with the CACB conditions so that the CACB is kept aware of evolving curricula;
4. A Human Resources Statistics Report (refer to Appendix A-8);
5. A hyperlink to the Program’s Academic Calendar for the current year; and
6. Any other additional information that the CACB specifically requests.

Annual reports are due in the following sequence:

* On June 30 of the final year of an accreditation term, statistical report only (a Site Visit has just been completed)
* On June 30 of the next-to-final year of an accreditation term, statistical report only (APR due in the following September)
* On June 30 of all other years, a full AR, including narrative report and statistical report.

The Narrative section must include clearly and concise description of any major curriculum or structural changes to the accredited program, and report on how these changes directly affect the CACB Conditions and Procedures.

The Narrative section must include a clear and concise response to each cause of concern, and each Condition identified as “not met”, and in the order listed in the Visiting Team Report. It should show what progress has been made to address causes of concern and deficiencies identified by the visiting team.

To maintain consistency and continuity while avoiding repetition and redundancy, refer to the CACB’s Annual Report Decision Letter for the precedent reporting cycle. It contains a list of all the conditions and causes of concern that the program needs to continue reporting on.

The Programs are expected to use the current template to submit their narrative section

It is designed to enhance consistency in reporting processes.

It provides in a Word Format, a structured framework for programs to articulate their compliance with requirements.

The highlighted sections in the AR template document cannot be reformatted.

**Please submit to the CACB the PDF version of the document**

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| **Institution** |  |
| **Name of Academic Program** |  |
| **Degree**  **Track(s)** *(Please include all tracks offered by the program. Examples:*  A: with Pre-professional degree  B: with undergraduate degree in any discipline | Master of Architecture  Track :  Track: |
| **Year of Previous Visit** |  |
| **Current Term of Accreditation** |  |
| **Head of Program:** Name and email address |  |
| **Dean: Name and email address** |  |
| **Provost and Vice-President Academic:** Name and email address |  |
| **President and vice-chancellor:** Name and email address |  |
| **Individual submitting the AR** |  |
| **Name and email address of individual to whom questions should be directed** |  |

1. **INTRODUCTION**
2. **STATEMENT OF CHANGES TO THE PROGRAM**

1. **RESPONSE TO TEAM FINDINGS**

**3.1-CAUSES OF CONCERNS**

**In the order listed in the Visiting Team Report (VTR)**

**3.2-CONDITIONS, PPCs, and SPCs NOT-MET**

**In the order listed in the Visiting Team Report (VTR)**

**3.2.1-CONDITIONS NOT-MET**

**3.2.2-PROGRAM PERFORMANCE CRITERIA (PPCs) NOT-MET**

**3.2.3-STUDENT PERFORMANCE CRETERIA (SPCs) NOT-MET**

1. **OTHER RELEVANT INFORMATION**

School activities and Initiatives