



Annual Report

An overview of the annual report due January 31, 2025.



Log into the Annual Report

Log In:

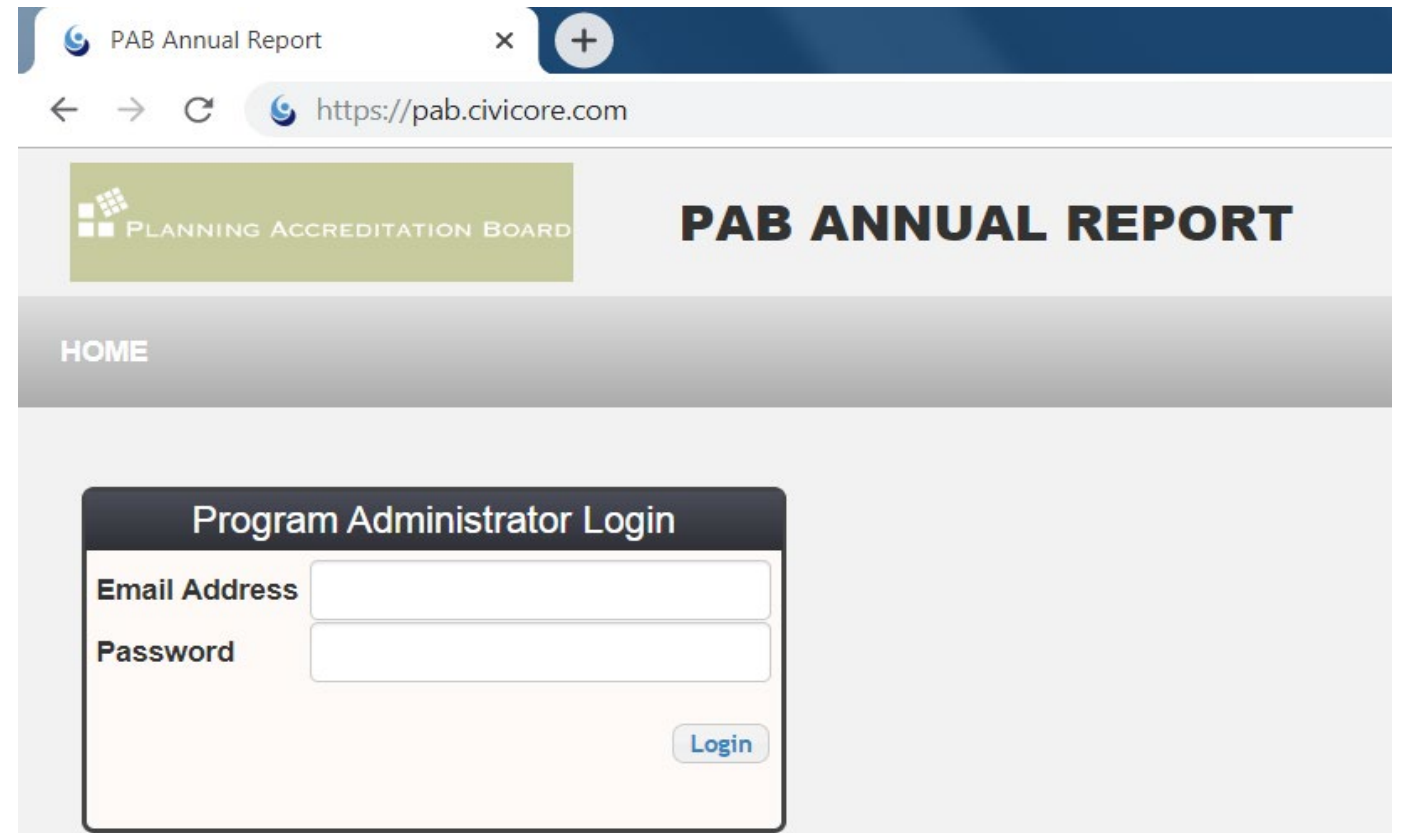
- 1) Go to <https://pab.civicore.com>
- 2) Enter Email Address
- 3) Enter Password

- For help with login information, contact PAB Staff:

Jaclyn Hade

Associate Director

jhade@planningaccreditationboard.org



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" navigation bar. 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

The screenshot shows a web application interface with a navigation menu at the top containing 'HOME', 'CONTACTS', and 'INSTITUTIONS'. A blue box with the number '1' is placed over the 'INSTITUTIONS' link. Below the menu, there is a search bar labeled 'Institution Name' with a blue box '2' over it. Below the search bar is a text input field labeled 'Your Institution Name' and a 'view' button. Below this is another search bar labeled 'Program Name' with a blue box '4' over it, and a text input field labeled 'Your Program Name' with a 'view' button. Below the search bars, there are two tabs: 'School Information' and 'Programs', with a blue box '3' over the 'Programs' tab. Below the tabs, there is a text input field labeled 'Annual Reports' with a blue box '5' over it. Below the input field, there is a 'view' button. At the bottom right, there is a green button labeled 'Add current year's report' with a blue box '6' over it. A note at the bottom left states: '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'.

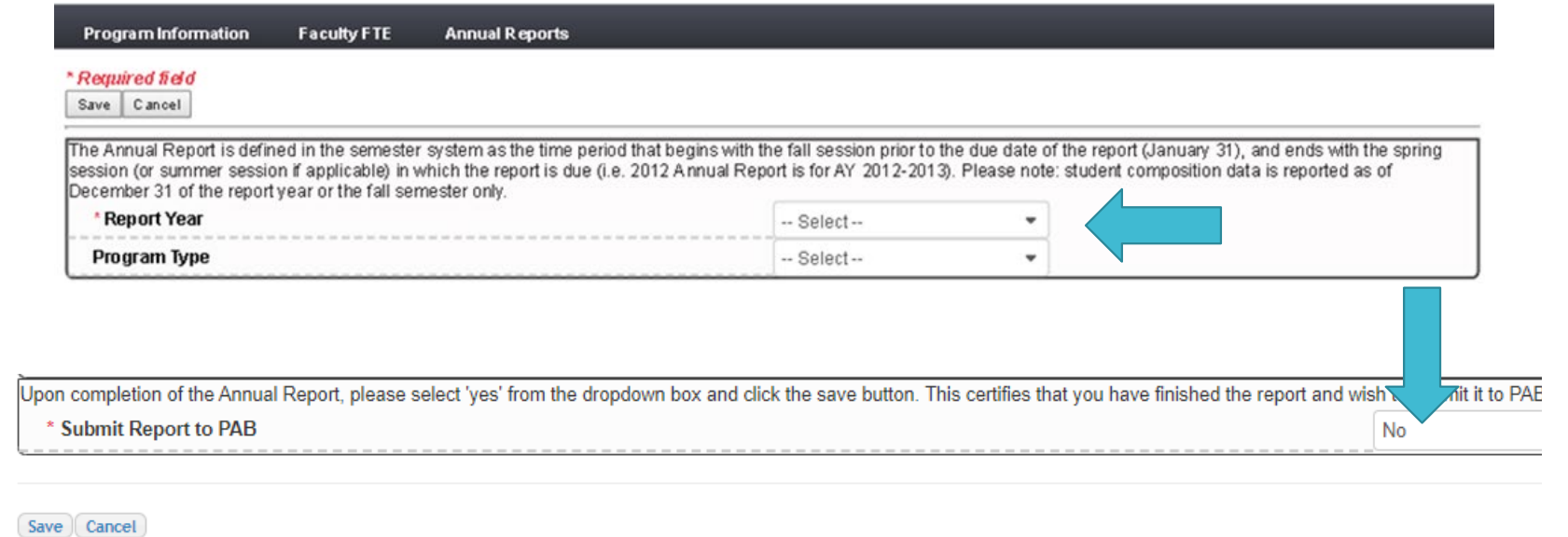
Let's Begin

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 interface for the Annual Report. At the top, there are three tabs: "Program Information", "Faculty FTE", and "Annual Reports". Below the tabs, there is a "Required field" label and "Save" and "Cancel" buttons. A text box explains the Annual Report definition. Below this, there are two dropdown menus: "Report Year" and "Program Type", both currently set to "-- Select --". A blue arrow points to the "Report Year" dropdown. Below the dropdowns, there is a section for "Submit Report to PAB" with a "No" button. A blue arrow points to the "No" button. At the bottom of the form, there are "Save" and "Cancel" buttons. A blue arrow points to the "Save" button.

Sections of the 2024 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 that indicates None of the above changes occurred and proceed to Question #2.

If you have previously submitted a substantive change form do not report the same change again here.

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 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 you may 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.

- **Public Information must be up to date by January 31.**

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/>

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 1D'. Below the title, there is a paragraph explaining that accredited programs must make performance-related data available to the public. Three download links are provided: 'Template for PAB Criterion 1D/Public Information (ADA accessible Word document)', 'Instructions for 1D reporting', and 'Guide for Student Achievement as Determined by the Program (PDF)'. Each link has a 'Download' button next to it.

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.

Part 2: Student Data

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.

	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Total
Asian	<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
Native Hawaiian / Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Native North American / Indigenous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
White	<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
Total U.S. Students	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 Students	0	0	0	0	0	0	0

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.

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

	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 from the fall 2024 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

Hide Student Enrollment Data Academic Year 2023-2024	
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 2023-24 for Fall 2024.
- **Number of Applicants Admitted** – students admitted to the Fall 2024 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 2024.
- **Number of Total Students Enrolled** – the number of new students enrolled above as well as any previously admitted students that enrolled for Fall 2024.
- **Retention Rate** – the percentage of students who began studies in Fall 2023 and continued into Fall 2024.



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.

AICP Candidates can be included in exam data.

Master's Program

Hide Student Graduation Data	
Number of degrees awarded for AY 2023-2024	1D <input type="text"/>
Number of degrees expected for AY 2024-2025	<input type="text"/>
Percentage of students graduating within 2 years, entering class of 2022	<input type="text"/> %
Percentage of students graduating within 3 years, entering class of 2021	<input type="text"/> %
Percentage of students graduating within 4 years, entering class of 2020	1D <input type="text"/> %
Percentage of students taking the AICP exam within 3 years who pass, graduating class of 2020	1D <input type="text"/> %
N/A, no graduates from the listed class year have taken the exam	<input type="checkbox"/>
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 2023-2024	1D <input type="text"/>
Number of degrees expected for AY 2024-2025	<input type="text"/>
Percentage of students graduating within 4 years, entering class of 2020	<input type="text"/> %
Percentage of students graduating within 5 years, entering class of 2019	<input type="text"/> %
Percentage of students graduating within 6 years, entering class of 2018	1D <input type="text"/> %
Percentage of students taking the AICP exam within 5 years who pass, graduating class of 2018	1D <input type="text"/> %
N/A, no graduates from the listed class year have taken the exam	<input type="checkbox"/>
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 2023.	Convert to % for 1D
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"/>

- 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 2025.

- **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 2025.

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																	
	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	

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

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

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



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	<input type="text"/>
Part-time in Planning Unit AICP Faculty	<input type="text"/>
Adjunct AICP Faculty	<input type="text"/>
Total AICP Faculty	<input type="text" value="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 ?	0

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

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
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Provide the total number from the Faculty FTE tab

- Update this section for the current year to get the Total Teaching Faculty FTE
- There are example FTE calculations on the Faculty FTE tab for different faculty situations.

Part 5. Supplemental Questions

1. What additional services would you like PAB to consider? (select all that apply)

Program Administrator Peer Support Network

PAB Data Dashboard

Additional Accreditation Map Filters on PAB website

Standalone Online Program Accreditation

Accreditation Badge for your program's website or social media

Accreditation Badge for your students' resumes and social media (LinkedIn)

Other, please specify: _____

2. What is the value of accreditation to you and/or your faculty? (select all that apply)

Guaranteed Level of Competency (knowledge, skills, & values)

Best Practices for the Profession

Visibility

Credibility / Prestige

Validation to Senior Administration

Other, please specify: _____

3. What do you consider to be the most significant benefit to your program from PAB accreditation?
Please provide a brief description. _____



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

Jaclyn Hade, Associate Director

jhade@planningaccreditationboard.org

Jesmarie Johnson, Executive Director

jjohnson@planningaccreditationboard.org