



ASSOCIATION OF INSTITUTIONS
OF JEWISH STUDIES

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Annual Report

Name of Institution: _____

Address: _____

Name and title of person filling out this report: _____

Date submitted: _____

1. List the names and titles and contact numbers for key officials at your school:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Documentation that reflects your institution's efficacy.

Submit the following documentation:

- Financial Statements that include a balance sheet and a statement of revenue and expenditures for the *most recently completed fiscal year filed*.
- Current School Catalog and Catalog Supplement including Current Academic Calendar.
- Copies of any PR material sent via email, mail, or printed during the last 12 months.

3. STUDENT ROSTERS- Fill in Section A or B below.

A. Attach two student rosters, one from Fall 2022 and one from Fall 2023, with *total amounts of students listed on the bottom of each roster.*

- _____ - Total number of students enrolled in Fall 2022
- _____ - Total number of students enrolled in Fall 2023

Explain any increase or decrease in enrollment:

B. If your institution is a seminary that has Shana Aleph and Shana Bais options, include FOUR rosters, one for each level for Fall 2022 and Fall 2023, with *total amounts of students listed on the bottom of each roster.*

- _____ - Total number of Shana Aleph students enrolled in Fall 2022
- _____ - Total number of Shana Bais students enrolled in Fall 2022
- _____ - Total number of Shana Aleph students enrolled in Fall 2023
- _____ - Total number of Shana Bais students enrolled in Fall 2023
- _____ - Total number of students enrolled in Fall 2022 beyond Shana Bais
- _____ - Total number of students enrolled in Fall 2023 beyond Shana Bais

Explain any increase or decrease in enrollment:

****Please be advised that AIJS is required to do additional monitoring for significant growth which is defined as an increase in student enrollment of 30% or greater. ****

4. STUDENT OUTCOMES

A. What is your institution's mission statement?

B. Select two outcomes from the list below that reflect the success of your mission. Fill in the percentages on the blank line next to each outcome you select.

- Retention Rate _____%
(AIJS Benchmark for this outcome: 70% or higher)
• Identify the cohort - specific incoming class of students at the institution
• Track the students in the second year of the program
• Calculate the number of students from that cohort who enrolled in the second year of the program (identify percentage achieved)
- Completion/ Graduation Rate _____%
(AIJS Benchmark for this outcome: 60% or higher)
• Identify the cohort - specific incoming class of students at the institution
• Track the students through the program
• Calculate the number of students from that cohort who completed the program (identify percentage achieved)
- Acceptance to Graduate Programs _____%
(AIJS Benchmark for this outcome: 50% or higher)
• Identify the cohort of a recent graduating class at the institution
• Identify each graduate or professional program that students in that cohort were accepted to and track which students who were admitted to each program
• Calculate the total number of students from that cohort who were accepted to graduate or professional programs (identify percentage achieved)
- Acceptance to Advanced Schools/ Programs _____%
(AIJS Benchmark for this outcome: 60% or higher)
• Identify the cohort from recent entering classes at the institution
• Identify each advanced school/ program that students in that cohort were accepted to and track which students who were admitted to each program
• Calculate the total number of students from the cohort who enrolled in advanced programs (identify percentage achieved)
- Employment in Positions Related to the Field of Study _____%
(AIJS Benchmark for this outcome: 60% or higher)
• Identify the cohort of a recent graduating class at the institution
• List each student and his/her related employment
• Calculate the total number of students from the cohort who obtained employment in positions related to their field of study (identify percentage achieved)
- Combined Completion and Transfer to Other Post-secondary Institutions _____%
(AIJS Benchmark for this outcome: 60% or higher)
• Identify the cohort - specific incoming class of students at the institution
• Track the students through the program
• Calculate the number of students from that cohort who completed the program
• Calculate the number of students from that cohort who transferred from the institution to other postsecondary institutions
• Calculate the combined total number of students from that cohort who completed the program or transferred to other postsecondary institutions (identify percentage achieved)
- Other- Please identify the outcome and percentage _____%

C. Assessment of the selected outcomes from section B:

1. Please attach your review and assessment of selected outcomes that include the following points:

- How the outcome percentages indicate that your institution is meeting its institutional goals
- Any changes you will be making to your program(s) based on the outcomes you selected
- An explanation of any fluctuation in this year’s outcomes compared to prior year’s

D. Attach the spreadsheets or other data supporting outcomes selected.

5. COMPLAINTS

Were any complaints filed in the last 12 months? Yes No

If yes, please provide a summary of the complaints and the outcomes of the complaints.

6. NOTIFICATION TO AIJS OF CHANGES

Please be advised that certain changes must be approved by AIJS and some changes only require notification to AIJS. The following questions should be answered and are intended to identify changes or proposed changes that require notification to AIJS. This is not an exhaustive list. Reach out to an AIJS staff member to discuss any of the changes listed below. (Seminaries- dgongola@theaijs.com, Yeshivos- alowinger@theaijs.com) Please read through the list carefully and check the appropriate answer for the change and provide details when applicable. Some questions may appear redundant.

Have there been any changes (such as changes to credits offered per semester, changes to courses offered per semester, or significant field work hours) made to the program?

[] yes- Provide details: _____
[] no

Are there any proposed program changes?

yes- Provide details: _____
 no

Are any new courses being offered?

yes- Provide details: _____
 no

Are there any changes to credit values for courses offered?

yes- Explain: _____
 no

Are there any proposed changes to credit values for courses offered?

yes- Explain: _____
 no

Have there been any changes (such as extensive syllabi revisions, changes in assessment expectations or method of delivery) to courses offered?

yes- Provide details: _____
 no

Are there any proposed changes (such as extensive syllabi revisions, changes in assessment expectations or method of delivery) to courses offered?

yes- Provide details: _____
 no

Have there been changes to the academic calendar, including semester dates, number of academic terms in the year or other changes?

yes- Provide details: _____
 no

Are there any proposed changes to the academic calendar including semester dates, number of academic terms in the year or other changes?

yes- Provide details: _____
 no

Has there been any changes to the school's location?

yes- Provide details: _____
 no

Are there any proposed changes to location?

yes- Provide details: _____
 no

Are there any new faculty hires?

yes- Provide details: _____
 no

Are there any new staff administrative members?

yes- Provide details: _____
 no

Have any key school officials retired or been replaced?

yes- Provide details: _____
 no

Have there been any other changes to the structure of the institution?

yes- Provide details: _____
 no

Has there been any change (such as in the demographics of the student population? Consider whether you are servicing the same student demographic as you have in the past, or have you shifted to a changing demographic?

yes- Provide details: _____
 no

Have there been any changes to the Study Abroad program?

yes- Provide details: _____
 no

Are there any proposed changes to the Study Abroad program?

yes- Provide details: _____
 no

7. SUBSTANTIVE CHANGE – Requests and Approvals

Review the list of changes below. If your institution plans to seek a Substantive Change, reach out to AIJS staff for assistance with the process. (Seminaries- dgongola@theaijs.com, Yeshivos- alowinger@theaijs.com)

AIJS will determine in which category the request fits and the process for approval will follow that determination. In general, Category 1 changes may be approved based on the information provided on the institution's Application for Substantive Change Form and the documentation provided; a Category 2 Substantive Change normally requires a focused staff visit to the institution; and Category 3 major changes generally require a focused site team visit to the institution as well as approval by the Executive Accreditation Council of the change.

- A change to the mission or objective of the institution.
- A change in the legal status, control or ownership of the institution.
- The addition of courses or programs of study, that represent a significant departure from existing offerings of educational programs or methods of delivery from those that were offered when AIJS last evaluated the institution.
- The addition of programs of study at a degree or credential level different from that which is included in the institution's current accreditation.
- A change from clock hours to credit hours.

- A substantial increase in number of clock or credit hours awarded for successful completion of a program.
 - An additional location geographically apart from the main campus at which the institution offers at least 50% of the educational program.
 - The acquisition of another institution or any program or location of another institution.
 - If an institution enters into a written agreement with a non-Title IV eligible institution to provide more than 25%, but less than 50% of a Title IV eligible institution's educational program.
 - The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their course of study.
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Please use the checklist below to ensure that you have submitted all necessary documentation:

- Annual Report Form
- Financial Statements that include a balance sheet and a statement of revenue and expenditures for the most recently completed fiscal year *filed*
- Current School Catalog and Catalog Supplement including Current Academic Calendar
- Copies of any PR material sent via email, mail, or printed during the last 12 months
- Student Rosters from Fall 2022 and Fall 2023
- Mission Statement (if not filled out in Section 4A)
- Documentation that supports outcomes selected
- Review and assessment of selected outcomes (Section 4C) **NEW FOR THIS YEAR!**

While AIJS is not responsible for enforcing federal requirements in 34 CFR 668.14, 668.15, 668.16, 668.41, or 668.46, if, in the course of its work, AIJS identifies instances or potential instances of noncompliance with any of these requirements, it must notify the US Department of Education.