

Operational Action Plan 19/20

Pratt Institute School of Information

Last Updated: June 8, 2020

Recommended by the Faculty Council and Approved by the SI Dean on September 6, 2019.

Overview

In December 2015, the Faculty Council adopted a [new set of goals for the School](#), and in April 2017 a set of indicators and targets that could be used to measure the extent to which the goals were being met. The purpose of the Annual Assessment Report is to assess the extent to which the School's goals are being met and identify opportunities for improvement. This evaluative work informs the Operational Action Plan for the 2019/2020 academic year which aims to drive improvement to the programs and school through ensuring that schools goals are addressed.

Action Plan

While all tasks are expected to be completed during the 19/20 academic year, priority flags are assigned such that should unforeseen events occur and plans are disrupted, tasks with "High" priority should take precedence over tasks with lower priority.

Key: Action Item is complete / Action Item is in-progress / Action Item is canceled / Action Item moved to plan for next academic year

Initiative	In response to indicator	Task	Who Responsible In order of most responsible to least	Expected Delivery	Priority	Actual Delivery / Outcome / Update
Curriculum Initiative Major Impact: Goal #1 and 2	Percent of courses and major curricular components (e.g., degrees, certificates, concentrations, student-learning outcomes) have been reviewed for quality in the past five years. Target: 100% Actual: <100%, in-progress.	Continue with Plan for Reviewing the Entire SI Curriculum (review third fifth of entire curriculum).	Chair of School Curriculum Committee, School Curriculum Committee, Dean	May 2020	High	Complete.
		Review the curriculum of the Advanced Certificate in Archives, which has not been formally revised since it was created in the 2000s.	Coordinator of Advanced Certificate in Archives, Curriculum Committee, Dean	May 2020	High	Complete, revised from 12 to 18 credits.
Portfolio Initiative Major Impact: Goal	Percent of students pass their program's graduation requirement Target: 100% Actual: 100%	Make the LIS portfolio a more meaningful activity for the student than a graduate school assignment by making it more about creating a professional	LIS program coordinator, Dean	May 2020	High	Complete fall 2019. Rolled-out for students starting in fall 2019.

#2		online identity. Roll-out a revised portfolio process for students using the new LIS SLOs (fall 2019 and after entrance) so that the portfolios are better suited for a professional/public audience. Remove information used in assessment from the public portfolio.				
MDC Initiative Major Impact: Goal #2	<i>Percent of graduates and alumni agree/strongly agree that my the School of Information offered a quality program that prepared me to work in my chosen profession.</i> Target: 85% and 85% Actual: 50% and 75%	While below target across a number of indicators, data indicates higher levels of satisfaction starting for students entering in fall 2017 and after, and retention for AY 18/19 is not far from the target. Closely monitor incoming data (GSS) throughout the year to see if recent program changes are leading to higher levels of satisfaction. Dedicate additional effort to get graduating students to fill-out the exit survey.	Dean, MDC program coordinator	May 2020	High	Complete. 19/20 graduates indicate 83% agree or strongly that the program prepared me to work in my chosen profession.
Teaching Initiative Major Impact: Goal #3	<i>Percent of responses have an average rating of 3.0 or higher (on a 4.0 scale) on course evaluations for the following questions: "The content of the course was consistent with the syllabus"; "This course improved my understanding of the subject matter"; "I would recommend this course to another student"; "The instructor presented the subject matter clearly"; "The instructor utilized class time well"; "The instructor promoted a constructive classroom climate"; "I would recommend this instructor to another student"</i> Target: 100% (7x) Actual: 96%, 92%, 83%, 92%, 89%, 88%, 88%	Targeted interventions to improve teaching.	Dean	May 2020	Medium	Complete.
Diversity Initiative Major	<i>Percent of sections have an average rating of 3.0 or higher (on a 4.0 scale) on student course evaluations for the following</i>	Make significant efforts to make new faculty hires underrepresented minorities.	Dean	May 2020	High	Complete.

<p><i>Impact: Goal #5</i></p> <p>questions:</p> <p><i>“The instructor promoted a constructive classroom climate”;</i></p> <p><i>“This course helped me developed a deeper cultural awareness”</i></p> <p>Target: 100% and 100%</p> <p>Actual: 93.26% and 74.20%</p>	<p>Revise Goal #5 and related indicators to be about “diversity, equity and inclusion” (DEI) instead of “culturally responsive learning environment,” which is confusing and not as expansive as DEI. Student response rate to questions like “this course helped me develop a deeper cultural awareness” has low response rate compared to other questions, which may indicate that students don’t understand what this means.</p>	Dean	September 2019	High	Complete Sept. 2019.	
	<p>Curriculum Committee and Dean formally consider DEI considerations when reviewing curriculum proposals.</p>	Curriculum Committee, Dean	May 2020	High	Complete Oct. 2019. DEI Addendum created and required of course proposals.	
	<p>Use endowed and other scholarship funds for new students to increase racial diversity across all M.S. programs.</p>	Program Coordinators, Dean	May 2020	High	Complete.	
	<p>Analyze the results to the 2 questions added to the GSS about international student support at SI.</p>	Dean, Advisor for Academic Programs	May 2020	Medium	Complete.	
	<p>Add updated information about DEI efforts to SI website.</p>	Dean	May 2020	Medium	Complete Oct. 2019. Information about DEI addendum added to website.	
	<p>Support the flying of flags with the Pratt logo in pride colors during June 2020 to show Pratt commitment to DEI and connections to neighborhood.</p>	Dean	May 2020	Low	Postponed for COVID-19 pandemic; move to next summer.	
<p>Enrollment Initiative</p> <p><i>Major Impact: Goal #6</i></p>	<p>Each program meets its enrollment goals</p> <p>Target: Yes</p> <p>Actual: Not met for MDC and DAV.</p>	<p>Explore options for building enrollment in MDC and DAV. Commit additional advertising funds to promote programs. Investigate reasons why students who have deposited did not enroll</p>	Dean, MDC and DAV program coordinators	March 2019	High	Complete.

		in the programs.				
Technology Initiative <i>Major Impact: Goal #10</i>	<i>Percent of graduates agree/strongly agree that "the technology resources available (computer labs, technology-enhanced classrooms, computer software) met my educational needs"</i> Target: 90% Actual: 80%	Space+Technology committee will create a document that collects space and technology needs across the school and plans to address it. Dean and SI administration will apply pressure to responsible units (IT, facilities) to ensure work is completed.	Dean, Space+Technology Committee, Assistant to the Dean	May 2019	Medium	Complete.
Openness Initiative <i>Major Impact: Goal #11</i>	Key School and program statistics are available publicly on the website. Target: Yes Actual: Yes	Refresh MSLIS and MSIXD Key Statistics webpages and provide the Annual Assessment Report 18/19 on website	Dean, Advisor for Academic Programs	September 2019	Low	Complete.
		Provide additional information about the MDC program on the website, such as career outcomes of graduates.	MDC program coordinator, Dean	September 2019	Medium	Complete.
	A two-year course planning schedule is available to current students Target: Yes Actual: Yes (but needs additional years)	Faculty Council review and recommend the 2020-2022 2-year course plan schedule	Dean, Faculty Council	December 2019	High	Complete.
Sustainability Initiative <i>Major Impact: Goal #10</i>	<i>At least one initiative per academic year is initiated that enhances the school's environmental sustainability.</i> Target: Yes Actual: New indicator so not assessed in previous academic year	Experiment with growing indoor plants that can be harvested.	Advisor for Academic Programs	Throughout AY18/19	Low	Complete - plants have been grown, harvested, and consumed from room 601D.