

## Operational Action Plan 20/21

Pratt Institute School of Information

Last Updated: June 14, 2021

*Recommended by the Faculty Council and Approved by the SI Dean on September 11, 2020.*

### 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. Each has received minor revisions each year since they were adopted. 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 2020/2021 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 20/21 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	1.2 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 <a href="#">Plan for Reviewing the Entire SI Curriculum</a> (review fourth fifth of entire curriculum).	Chair of School Curriculum Committee, School Curriculum Committee, Dean	May 2021	High	Complete. Updates can be found in <a href="#">Curriculum Committee Annual Report AY 20-21</a> .
		As included in SI Strategic Plan, continue the review of the curriculum for Advanced Certificates.	Advanced Certificate Coordinators, School Curriculum Committee, Dean	May 2021	Medium	Postponed. Additional work is needed to develop a process for reviewing certificates that may not require revision.

		Address issues identified with technology curriculum for IXD program from 2019 IXD Open Forum. Complete research project on technology curriculum for IXD with recommendations ( <a href="#">report available here</a> ), create action plan, and execute.	Monica Maceli (research + recommendations piece), Dean, School Curriculum Committee, faculty as relevant	May 2021	Medium	Complete - Dean held meeting with relevant faculty on implementing recommendations.
	<p>1.6 Percent of graduates agree/strongly agree that “course offerings aligned well with my professional goals”</p> <p>Target: 85% Actual: LIS - 76%, MDC - 83%, IXD - 92%, DAV - 82%, Overall 81%</p>	Do additional research on why the course offerings target is not being met, especially for LIS. Explore the issues around LIS + Public Libraries, such as the lack of a certificate.	Dean, LIS Curriculum & Teaching Lead, Curriculum Committee	May 2021	Medium	Complete - <a href="#">research report written</a> .
Teaching Initiative  Major Impact: Goal #3	<p>1.7 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”;</p> <p>3.3 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 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”</p> <p>Target: 100% (7x) Actual: 93%, 93%, 88%, 90%, 87%, 90%, 93%</p>	Targeted interventions to improve teaching. Also, targeted interventions to improve online teaching, which is necessary during the pandemic as face-to-face instruction is curtailed.	Dean	May 2021	High	Complete.

	<p>3.1 Percent of sections are offered in person</p> <p>Target: 100% Actual: 100% *Note that all classes went online after March 12, 2020, due to the global pandemic.</p>	<p>Face-to-face courses have been curtailed because of the COVID-19 pandemic. Closely monitor the use of online classes, and the future viability in the school, especially as it may relate to the post COVID-19 environment.</p>	<p>Dean, Director of Administrative Affairs</p>	<p>May 2021</p>	<p>Medium</p>	<p>Complete. Added question to Graduating Student Survey about future viability of online learning at SI (Oct. 2020).</p>
<p>Full-time Faculty Initiative</p> <p>Major Impact: Goal #1 &amp; #7</p>	<p><i>Percent of sections are taught by full-time faculty</i></p> <p>Target: &gt;50% Actual: 50%</p>	<p>Hire one additional full-time faculty to support the DAV program (e.g., Assistant/Associate Professor and Director of the Spatial Analysis and Visualization Initiative).</p>	<p>Faculty Search Committee, Dean</p>	<p>May 2021</p>	<p>Medium</p>	<p>Postponed until next AY because of financial constraints stemming from pandemic.</p>
<p>Supporting Strength of Academic Programs and Admissions through Admin. and Academic Personnel</p> <p>Major Impact: Goal #1, #2, #6 and #12</p>	<p><i>1.4 The curriculum reflects current knowledge and skills identified by potential employers</i></p> <p>Target: Yes Actual: Yes</p> <p><i>1.6 Percent of graduates agree/strongly agree that "course offerings aligned well with my professional goals"</i></p> <p>Target: 85% Actual: 81.44%</p>	<p>Complete the reorganization begun last academic year which included ending the program coordinator model and replacing it with a) Assistant Dean, b) Curriculum and Teaching Leads for each M.S. program, and c) establishing the Admissions Committee. Formalize the C&amp;T Leads, hire the Assistant Dean, and formalize the Admissions Committee.</p>	<p>Dean, Assistant Dean Search Committee, Admissions Committee, Faculty Council</p>	<p>May 2021</p>	<p>High</p>	<p>Assistant Dean search complete. <a href="#">Admissions Committee bylaws created</a> and approved. C&amp;T Leads roles and responsibilities discussed at Faculty Council, and LIS and IXD loads identified for next AY.</p>
<p>Diversity Initiative</p> <p>Major Impact: Goal #5</p>	<p><i>5.2 Percent of responses have an average rating of 3.0 or higher (on a 4.0 scale) on student course evaluations for the following questions:</i></p> <p><i>"The instructor promoted a constructive classroom climate"</i> <i>"This course supports diversity, equity and inclusion"</i></p> <p>Target: 100% and 100% Actual: 90.4% and 80.9%</p>	<p>Develop action plan for next steps in diversifying and decolonizing the curriculum, as <a href="#">Pratt has promised the community</a>. Execute plan. Deliver goals to DEI office.</p>	<p>Dean, School Curriculum Committee, Faculty</p>	<p>May 2021</p>	<p>High</p>	<p>Planning work complete - <a href="#">see update below</a>.</p>

	<i>General support for Goal #5, "To support diversity, equity and inclusion."</i>	Compile diversity hiring goals and community engagement goals for DEI office.	Dean	May 2021	High	Complete, DEI committee completed additional planning around these two facets.
	<i>5.1 Percent of graduates agree/strongly agree that "The School created an inclusive and welcoming environment" and "The School supported diversity, equity and inclusion."  Target: 85% and 85% Actual: 86.73% and 88.37% (note that the 2nd question was phrased different last academic year - see Annual Assessment Report)</i>	[Rolled-over from previous Operational Action Plan because of pandemic] Support the flying of flags with the Pratt logo in pride colors during June 2021 to show Pratt commitment to DEI and connections to neighborhood (assuming pandemic is managed by then)	Dean	June 2021	Low	Postponed. Flag pole system was replaced in Spring, and new flags will be manufactured in July 2021, making them ready for June 2022.
Enrollment Initiative  <i>Major Impact: Goal #6</i>	<i>6.5 Each program meets its enrollment goals  Target: Yes Actual: Not met for MDC and LIS+HAD.</i>	All programs on-track to meet their enrollment goals for FA'20. Thus, continue to do advertising where funding permits to ensure enrollment goals met in FA'21.	Dean	December 2020	Med	Complete.
Openness Initiative  <i>Major Impact: Goal #11</i>	<i>11.5 Key School and program statistics are available publicly on the website.  Target: Yes Actual: Yes</i>	Refresh MSLIS and MSIXD Key Statistics webpages and provide the Annual Assessment Report 19/20 on website. Update statistical information on MDC and DAV programs.	Dean, Advisor for Academic Programs	Sept 2020	Low	Complete. LIS, MDC, DAV and IXD webpages updated.
Sustainability Initiative  <i>Major Impact: Goal #10</i>	<i>10.5 At least one initiative per academic year is initiated that enhances the school's environmental sustainability.  Target: Yes Actual: Yes</i>	Introduce a course (e.g., special topics to be introduced in 2021) that addresses sustainability (e.g., Sustainable Interaction Design).	Nancy Smith, School Curriculum Committee	May 2021	Medium	Complete.

Communications Initiative  Major Impact: Goal #11	11.11 <i>Percent of graduates agree/strongly agree that SI's communication platforms are effective in providing information about events and activities that can enrich their experience</i>  <i>Target: 90%</i> <i>Actual: 93.3%</i>	To provide more modern communications across school and programs, provide school-wide Slack	Dean	May 2021	Low	Complete.
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### Update on Next Steps for Diversifying and Decolonizing the Curriculum

- Host a “Decolonizing the Curriculum Event” for SI Faculty around Indigenous Knowledges + Information [Complete].
- Curriculum Committee plan/timeline for next steps in formalizing DEI in existing curriculum
  - Spring '21: SCC develops and runs a faculty survey to collect evidence/examples on how DEI is currently incorporated into iSchool courses.
  - Fall '21: continue collecting evidence, use survey results to refine DEI addendum as well as develop a DEI toolbox/resources for faculty (DEI and SCC committees)
  - Spring '22: roll out the updated DEI addendum with examples and instructional resources; promote DEI resources to iSchool faculty via workshops etc. (DEI and SCC committees)
  - Fall '22: start requiring instructors to address DEI in their syllabi/fill out addendum form
- Community Agreements - Explore the possibility of creating one for SI; add an exploration of this to Action Plan 21/22 and discuss at Faculty Council Retreat in September 2021.