

Annual Action Plan 17/18

Pratt Institute School of Information

Recommended by Faculty Council and approved by the SI Dean on September 8, 2017.

Last Updated: April 25, 2018

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 Action Plan for the 2017/2018 academic year which aims to drive improvement to the programs and school and ensure that schools goals are addressed.

Action Plan

While all tasks are expected to be completed during the 17/18 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 <i>Major Impact:</i> Goal #1	<i>Percent of courses have been reviewed for quality in the past five years.</i> Target: 100% Actual: <100%, in-progress.	Proceed with MSLIS Core Review Plan using MSLIS Core Learning Outcomes ; incorporate curricular needs of other MS programs.	Dean, MSLIS Program Coordinator, other program coordinators, School Curriculum Committee, Faculty Council	February 2018 (CC review revised curriculum)	High	Revision recommended by School Curriculum Committee and approved by SI Dean, sent to Provost's Office.
		Proceed with Plan for Reviewing the Entire SI Curriculum	Chair of School Curriculum Committee, School Curriculum Committee, Dean	Fall 2017-Spring 2018	High	Review 1/3 of whole curriculum completed by CC during AY 18/19 and recommended actions sent to Dean, who will work on implementing them

						in summer and fall 2018. See SI Curriculum Review Tracking .
<p><i>The curriculum reflects current knowledge and skills identified by potential employers.</i></p> <p>Target: Yes Actual: In-progress.</p>	Continue to develop means of retrieving skills and knowledge needed by employers	Program coordinators for IXD, MDC and DAV	Fall 2017-Spring 2018	Low	<p>MDC: Review job listings from several sources, culminating and outlined in a program revision.</p> <p>IXD: Plan will be developed that will be implemented in AY 18/19.</p> <p>DAV: Plan will be developed that will be implemented in AY 18/19. Development of Advanced Cert. in Spatial Analysis & Design also incorporated employer needs, which will address DAV needs in-part. On 5/15/18, met with NYC Tech Talent Pipeline to review DAV curriculum and took notes that will inform future curriculum changes.</p>	
<p><i>There is a complete and up-to-date mapping of courses to program learning outcomes.</i></p> <p>Target: Yes Actual: No, missing for MDC, DAV, IXD</p>	Develop course to SLO mappings for MDC, DAV and IXD.	Program coordinators for IXD, MDC and DAV	Summer 2018	Low	<p>MDC: Mapping of select courses to SLOs completed in program revision (page 11). IXD mapping completed. DAV mapping completed.</p>	
	Update existing MSLIS course to	Program coordinator for	Summer 2018	Low	Completed Sept. 5,	

		SLO mapping.	MSLIS			2017 [available here].
	<i>Percent student retention rate</i> Target: 95% Actual: 86%	Address MDC retention through addressing curricular ambiguities; make curricular enhancements through reviewing new courses; setup practicum sites.	MDC Program Coordinator, Associate MDC Program Coordinator, MDC Program Committee, School Curriculum Committee, Dean	Fall 2017-Spring 2018	High	Clerical corrections to MDC web made on Sept. 15, 2017. New practicum sites created: Bulova, ICP, Gallery System, 9/11 Memorial Museum, Museum in Chinese in America [full list available here]; program revision approved by School Curriculum Committee and Dean.
	<i>All programs have learning outcomes that incorporate the ability to meet creative, critical, and ethical challenges</i> Target: Yes Actual: No	MSMDC and MSIXD add/amend learning outcomes so that require students to develop an "ability to meet creative, critical, and ethical challenges."	MDC Program Coordinator, IXD Program Coordinator	Fall 2017-Spring 2018	Low	MSIXD complete on Sept. 2, 2017; MSMDC program revision complete in Spring 18.
	<i>The school offers a variety of new, revised, and special topics courses each academic year.</i> Target: Yes Actual: Yes	Identify opportunities for new and revised courses; create a program for curriculum innovation.	Dean	Fall 2017-Spring 2018	Medium	New special topic course created & reviewed by CC: Museums Information Management: Collections Cataloging & Digital Technology; INFO 697 Artist Books: Historical and Contemporary Perspectives; Mobile User Experience; Speculative Design; Visual Communication & Information Design
Teaching	<i>Percent of sections have an average</i>	Targeted interventions to improve	Dean	Fall 2017-Spring	Medium	Six (6) targeted

Initiative Major Impact: Goal #2	<p>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”</p> <p>Target: 100% (7x) Actual: 87%, 95%, 89%, 92%, 93%, 95%, 92%</p>	teaching.		2018		inventions completed during 17/18 by SI Dean.
	<p>Percent of sections have a class size of 6–18 students</p> <p>Target: 100% Actual: 84%</p>	Address course size over- and under-enrollment through better planning of course schedule; create method so that students can declare their advanced certificates and use this information when developing the course schedule.	Dean, Advisor for Academic Programs	Fall 2017	High	Adv. certificate declaration process rolled-out on Sept. 19, 2017
Student Initiative Major Impact: Goal #4, #5, #11	<p>Percent of graduating students agree/strongly agree that: “The School created an inclusive and welcoming environment”; “My experience at Pratt School of Information helped me develop a deeper cultural awareness”; “The instructor promoted a constructive classroom climate”</p> <p>Target: 85%, 85%, 100% Actual: Insufficient, Insufficient, 95%</p>	Continue to monitor new data being collected on inclusivity, diversity and cultural awareness	Dean	Fall 2017-Spring 2018	Medium	Data collection in place; will be reviewed in annual assessment report in summer 2018.
	<p>Support of Goal #5 - To foster a culturally responsive learning environment.</p>	Host an event designed to help foster a culturally responsive learning environment; partner with faculty with expertise in this area (e.g., Cynthia Tobar, among others).	Dean, Faculty subgroup	Spring 2018	Medium	Steering committee created and event ran on April 5, 2018 facilitated by Ron Jones from Dialogues on Diversity.

	<p><i>A two-year course planning schedule is available to current students</i></p> <p>Target: Yes Actual: No</p>	Rollout 2-year course plan schedule	Dean, Faculty Council, Curriculum Committee	Fall 2017	Medium	2-year plan approved on 12/6/17; posted to SI website .
	<p><i>Minimum number of students involved in Institute-level service</i></p> <p>Target: 1 Actual: 0</p>	Identify opportunities for students to be involved in Institute-level service.	Dean	Fall 2017-Spring 2018	Low	Graduate Student Experience Steering Committee: Maria Alejandra Garcia (MSMDC student); SGA's Graduate Departmental Council: Student Carolyn Dellinger (MSLIS + Art History)
	<p><i>Minimum number of fellowship opportunities are offered every academic year</i></p> <p>Target: 10 Actual: 13</p>	Enhance fellowship program through fundraising, especially around fellowship opportunities for new MS programs.	Dean, VP of Advancement	Fall 2017-Spring 2018	Medium	Allocate additional endowed funds toward fellowship program AY 18/19; Dean write to individual donors.
	<p><i>Minimum number of study abroad courses offered every academic year</i></p> <p>Target: 1 Actual: 1</p>	Study the declining enrollment in international programs (only 6 students who received 50% tuition scholarship participated in the London course); create better understanding of the role of international programs at SI and how to move forward.	Dean	Fall 2017-Spring 2018	Medium	Promoted summer international study opportunities from other schools.
	<p><i>Percent of alumni are employed within nine months of graduation and percent report being on a career path consistent with their goals.</i></p> <p>Target: 90% and 80% Actual: 86% and 79%</p>	Continue working with the Center for Career and Professional Development to ensure that students are well-supported when transitioning from school to work.	Dean, Program Coordinators	Fall 2017-Spring 2018	Medium	Dean contacted Rhonda Schaller and Deb Yanagisawa to get Spring 18 dates so they can be more actively promoted; resume and cover letter workshop on Feb. 22 filled-up quickly.
Admissions/ Enrollment	<p><i>Percent of accepted students meet admissions standards determined by</i></p>	Transfer admissions standards and decisions to program	Dean, Program Coordinators, Advisor for	Fall 2017-Spring 2018	High	Complete October 2017.

<p>Initiative</p> <p><i>Major Impact:</i> Goal #6, #4</p>	<p><i>each program, with enrollment yield rates determined by each program</i></p> <p>Target: 100% Actual: Mixed</p>	coordinators.	Academic Programs			
	<p><i>Recruitment efforts carried out by the Office of Admissions are determined with input from each program</i></p> <p>Target: 100% Actual: Mixed</p>	Better connect program coordinators to recruitment activities	Dean, Program Coordinators, VP of Admissions/Enrollment	Fall 2017-Spring 2018	Medium	Meetings held with program coordinators/Dean and VP of admissions in Sept and Nov, 2017.
	<p><i>Admissions and recruitment efforts carried are aligned with the School's two-year enrollment plan</i></p> <p>Target: Yes Actual: No</p>	Create 2-year enrollment plan	Dean, Program Coordinators, VP of Admissions/Enrollment	Fall 2017-Spring 2018	Medium	Draft 2-year enrollment plan developed and discussed at Program Coordinators meeting on April 12, 2018. Decision to postpone deciding on the plan until next academic year pending hire of new dean.
	<p><i>Maintenance of Goal #6 - To recruit and retain highly qualified students.</i></p>	Hold admitted students day on April 8, 2017	Dean, Program Coordinators	April 8, 2017	Low	Complete. Moved to March 24, 2017 and held as "Admitted Student Brunch."
<p>Faculty Initiative</p> <p><i>Major Impact:</i> Goal #9, #7</p>	<p><i>Percent of full-time faculty request stipends to support teaching and/or research activities each year</i></p> <p>Target: 100% Actual: 75%</p>	Clarify process and programs related to research stipends; better tie-ing of research stipends to external fundraising opportunities; use resources to support junior faculty on research toward tenure.	Dean, Faculty Council	Spring 2018	High	Proposal for Faculty Innovation Fund was approved by Faculty Council in January 2018 and applications are due March 15.
	<p><i>Minimum number of grant applications submitted by SI faculty each year to external sources, such as foundations, federal agencies, and corporate sponsors</i></p> <p>Target: 1</p>	Dean submit at least 1 grant to external sponsor, and 1 faculty submit 1 grant to external sponsor. Dean work with faculty to incentivise external funders to give to SI.	Dean, Faculty	Fall 2017-Spring 2018	Medium	"National Preservation Corps" project submitted by Dean on Sept. 1, 2017 to IMLS and Nov. 15 to Mellon.

	Actual: 5 (Maintenance of indicator)					
	<i>Maintenance of Goal #7- To cultivate qualified faculty members who engage in high-quality research, participate in scholarly activities, and/or are experts in their field of practice.</i>	Work toward creating an endowed professorship.	Dean, VP of Advancement	Fall 2017-Spring 2018	Medium	Plan aborted because lack of prospective funders; however, need to continue to find ways to support this goal.
Space and Technology Initiative Major Impact: Goal #10	<i>Percent of funds for facility/resource improvements are allocated in alignment with School planning</i> Target: 100% Actual: 70%	Better connect user needs with space/technology and financial resources (facilities fees) through creation of Space+Technology committee.	Dean, Space+Technology committee, Faculty Council	Fall 2017-Spring 2018	High	Plan is created to spend facilities fees in alignment with student needs.
	<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: 84%	Space+technology committee will work to find opportunities to enhance student + faculty services around technology.	Dean, Space+Technology committee, Faculty Council	Fall 2017-Spring 2018	High	Space + Technology committee formed; plan for addressing space and technology needs is created; analysis of student feedback from graduating student survey is completed.
	<i>Percent of graduates agree/strongly agree that "Pratt provided a physical environment conducive for my learning"</i> Target: 80% Actual: 88%	Expand access to classrooms through swipe card for 606 and unlocking classrooms during the day.	Dean, Assistant to the Dean for Administrative Services, SI Office GAs	September 15, 2017	Low	Complete Aug. 24, 2017
Openness Initiative Major Impact: Goal #11	Events are held to inform the SI community of planning and decision-making and solicit feedback Target: Yes Actual: Yes (Support maintenance of indicator)	Host at least one Town Hall	Dean, Assistant to the Dean for Administrative Services	December 2017	Medium	Fall townhall held on Dec. 8, 2017 5-6pm; Spring town hall scheduled for May 11, 2018.
	<i>All major decisions (new or revised programs, policies, concentrations, scholarship opportunities, faculty</i>	Enhanced communication around decisions through monthly Dean newsletter, social media, JESSE	Dean	Fall 2017-Spring 2018	High	Since August '17, Dean sends monthly newsletter.

	<p><i>hires, resources, space) are announced publicly through the listserv, website, and/or social media, as appropriate</i></p> <p>Target: Yes Actual: Mixed</p>	<p>newsletters, and collaborations with Pratt communications department.</p>				<p>JESSE newsletters sent as there is an accumulation. Cocciolo & Rabina keep social media active.</p>
	<p><i>Bylaws for standing and ad-hoc committees are available for all members</i></p> <p>Target: Yes Actual: No</p>	<p>Develop new Faculty Council bylaws that make roles more clearly defined (e.g., student representatives, faculty representatives, etc.)</p>	<p>Dean, Faculty Council</p>	<p>September 8, 2017</p>	<p>High</p>	<p>Complete Sept. 8, 2017</p>
	<p><i>Stakeholder feedback is sought and documented for all major decisions, such as new or revised programs, policies, concentrations, scholarship opportunities, faculty hires, resources, and space</i></p> <p>Target: Yes Actual: Mixed</p>	<p>Make financial information more available to Faculty Council; present SI budget at annual retreat; FC engage in budget planning feedback in spring 2018.</p>	<p>Dean, Faculty Council</p>	<p>September 8, 2017, March/April 2018</p>	<p>Medium</p>	<p>AY 17/18 budget reviewed by FC on Sept. 8, 2017.</p>
	<p><i>Percent of School-level policies and guidelines, including fiscal policies, have been reviewed by the Faculty Council in the past five years.</i></p> <p>Target: 100% Actual: <100%</p>	<p>Review policy that has not been formally reviewed in five years: "Guidelines for Ethical Conduct for Pratt-SILS Faculty"</p>	<p>Dean, Faculty Council</p>	<p>October 2017</p>	<p>Medium</p>	<p>Revised by FC on October 26, 2017.</p>
		<p>To clarify roles and responsibilities of degree program coordinators, develop a degree program coordinator policy.</p>	<p>Dean</p>	<p>Sept. 8, 2017</p>	<p>High</p>	<p>Complete Sept. 8, 2017; need to revisit in Spring</p>