

Operational Action Plan 21/22

Pratt Institute School of Information

Last Updated: June 13, 2022

Recommended by the Faculty Council and Approved by the SI Dean on September 9, 2021.

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 2021/2022 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 21/22 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 Plan for Reviewing the Entire SI Curriculum (review final fifth of entire curriculum).	Chair of School Curriculum Committee, School Curriculum Committee, Dean	May 2022	High	Complete - year 5 of plan completed.
		As included in SI Strategic Plan, continue the review of the curriculum for Advanced Certificates, especially those not reviewed in over five years.	Advanced Certificate Coordinators, School Curriculum Committee, Dean	May 2022	Medium	Complete. Advanced Certificate in Conservation and Digital Curation and Spatial Analysis and Design Certificate were revised. Advanced Certificate in

						Museum Libraries was deactivated.
		As the goal of reviewing all curriculum every five years is overly aggressive, change all curriculum to be reviewed every six years.	Dean, Faculty Council	May 2022	High	Complete - goal changed.
Teaching Initiative	1.9 Percent of sections are taught by full-time faculty	Hire additional FT faculty to support DAV area. Plan to hire additional FT faculty in the subsequent year to support LIS.	Dean, Search Committees	May 2022	High	Hired John Lauermaun, PhD.
Major Impact: Goal #3	Target: >50% Actual: 44.64%					
	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";	Targeted interventions to improve teaching.	Dean, Assistant Dean	May 2022	High	Complete.
	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"					
	Target: 100% (7x) Actual: 98%, 97%, 89%, 96%, 91%, 97%, 95%					
	3.1 Percent of sections are offered in person	Face-to-face courses have been curtailed because of the COVID-19 pandemic. Analyze the data from AY20/21, discuss with FC, and make decisions about the future of online learning (if any) at SI.	Dean, Faculty Council	May 2022	High	Complete - Assembled report on data collected about online learning . Asked for community feedback in the
	Target: 100% Actual: 10.34%					

						March '22 newsletter about a plan to have 20% of courses remain online. Collected feedback at Faculty Council and in Spring Open Forum.
<i>Interactional Initiative</i> <i>Major impact: Goal #3</i>	<i>4.4 Minimum number of study abroad courses offered every academic year</i> Target: 1 Actual: 0	Plan a strategy for addressing international study, given changes around pandemic	Dean, Faculty Council	May 2022	Low	Complete- Strategy created that will have Prof. Pattuelli do an Italy-based spring break program (Rome or Venice). Additional work is needed (Cocciolo looking into Pratt housing options).
<i>Extra-curricular Initiative</i> <i>Major Impact: Goal #4</i>	<i>4.5 Minimum number of events are offered by SI office and student groups per academic year</i> Target: 50 Actual: 34	Devise strategies and work with the division of Student Affairs to support student groups. Re-ignite student groups as needed. Identify new faculty advisor for PALA.	Dean, Faculty advisors to student groups	May 2022	Medium	Complete. New PALA advisor is Leanne Bowler. Addressing student group needs quickly (e.g., created Zoom account, have meetings between student groups and student affairs, etc.). Work with VP of Student Affairs and Student Involvement to support student groups.
<i>External support Initiative</i> <i>Major Impact: Goal #9</i>	<i>General support for Goal #9 - To pursue internal and external funding for innovation in research, teaching, and/or learning.</i>	Complete reorganization of SI administration so that Dean can focus more on external support, partnerships and initiatives. Move internal functions such as course scheduling and select PT faculty hiring to Assistant Dean. Hire new role of Assistant Director of Academic Programs and Services to support students admissions,	Dean, Assistant Dean, Assistant Director of Academic Programs & Services	May 2022	High	Complete. Meredith Brull hired as Assistant Director of Academic Programs & Services.

		registration, and advisement, among other functions.				
Diversity Initiative Major Impact: Goal #5	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: “The instructor promoted a constructive classroom climate” “This course supports diversity, equity and inclusion” Target: 100% and 100% Actual: 97% and 93%	Support CC plan for incorporating DEI in 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	Dean, School Curriculum Committee, DEI Committee, Faculty	May 2022	High	Complete - Workshop for faculty held in March ‘22 addressing DEI in the curriculum and examples of ways to support DEI in the classroom were circulated. CC plan for DEI in the Curriculum has also been updated.
		Community Agreements - Explore the viability of creating one for SI, as Pratt SGA expressed desire in departments having community agreements. Discuss at annual retreat.	Dean, Faculty Council	May 2022	Medium	Complete. Decision made by DEI Committee is the following: “DEI Committee is open to a student-led effort around a Community Agreement and recognizes that there are other areas of priority in the DEI area that ought to be focused on.”
	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.”	[Rolled-over from last 2 Operational Action Plans because of pandemic] Support the flying of flags with the Pratt logo in pride colors during June 2022 to show Pratt commitment to DEI and connections to neighborhood.	Dean, Communications, Facilities	June 2022	Medium	Completed.

	<i>Target: 85% and 85% Actual: 89% and 86%</i>					
	<i>Not tied to an existing target or indicator.</i>	39% of School of Information students reported a mental health issue in fall 2020. Combined with expected mental health challenges stemming from the pandemic, the School needs to be ready to support student wellness. Collaborate with Office of Students Affairs and others on wellness initiatives. Add student wellness to School goals and indicators.	Dean, faculty, staff	June 2022	Medium	In progress. Student wellness added to school goals and indicators. Host events that promote wellness, such as outdoor community activities (food foraging of Central Park, Halloween tour). Dean participates in Resilience, Wellbeing and Wellness committee and JED taskforce. Participated in Day of Mindfulness. Meditation locker created to support meditation at PMC. Distribute meditation resources to faculty at annual retreat.
Sustainability Initiative Major Impact: Goal #10	<i>10.5 At least one initiative per academic year is initiated that enhances the school's environmental sustainability.</i> <i>Target: Yes Actual: Yes</i>	When replacing the water fountain, advocate for a replacement that allows filling of reusable water bottles.	Dean	December 2021	Medium	Complete August 2021.
Transparency & Openness Major Impact: Goal #11	<i>11.2 A two-year course planning schedule is available to current students</i>	Create a two-year course plan (Fall 2022-Spring 2024), review by FC, and make available on the website.	Dean, Faculty Council	December 2021	High	Complete and posted to website.

