Pratt

Operational Action Plan 22/23

Pratt Institute School of Information
Last Updated: August 2, 2023

Recommended by the Faculty Council and approved by the SI Dean on September 8, 2022.

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 2022/2023 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 22/23 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 six years.* Target: 100% Actual: nearly 100%	1) While all degrees and courses have been reviewed for quality in the last six years (except for Advanced Certificate in DH), need to begin anew review of ⅙ of curriculum to maintain target.	Chair of School Curriculum Committee, School Curriculum Committee, Dean	May 2023	High	⅙ review of curriculum commenced and plan for next 5 years developed.
		2) Review the MSLIS program, particularly core curriculum, especially with respect to the 2022 draft standards for ALA-accredited programs. LIS core curriculum last reviewed in AY 2017/2018.	LIS program review task force, Curriculum Committee, Dean	May 2023	Medium	Complete - LIS Core Review Task Force completed work on a revision to LIS core and learning outcomes which will be presented to CC in fall 2023.

	1.6 *Percent of graduates agree/strongly agree that "course offerings aligned well with my professionals goals* *Target: 85%* *Actual: 84.40%*	3) For MDC, the percentage was 70% (*N*=10). Perform additional data analysis on GSS to uncover why course offerings are not lining up with 85% of MDC students' goals.	Dean or designate	May 2023	Medium	Complete - following additional data & analysis, MDC program has been revised to address student concerns. New curriculum available in FA '23.
Teaching Initiative *Major Impact:* Goal #3	1.9 *Percent of sections are taught by full-time faculty* Target: >50% Actual: 44.76%	4) Hire replacements for 2x vacated faculty lines this AY. Plan for additional hiring for subsequent AY.	Dean, Search Committees	May 2023	High	Complete. Job posting developed by faculty & admin in Spring '22, and posted to Pratt website in late July '22. Hired 3x new FT faculty.
	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";* 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: 99%, 99%, 92, 96%, 96%, 99%, 95%	5) Targeted interventions to improve teaching.	Dean, Assistant Dean	May 2023	High	Complete. Interventions began in July '22.

	3.1 Percent of sections are offered in person Target: 100% Actual: 62.50%	6) Following feedback collected from Faculty Council in April '22, SI Open Forum in May '22, and electronically in April '22 newsletter, change target to 80% classes are face-to-face. Use the following approach for approaching online classes: *Retain 20% of SI courses online for the long-term for courses where it works well (e.g., the work created by students is digitally-based), and that it should be concentrated in courses that students take in the second-year of study where they may be balancing other commitments like internships, job hunting, and portfolios where some flexibility might be welcome.* As students are taking in-person and online classes, ensure that students can get a space to do their online class in a straightforward manner.	Dean, Assistant Dean, Assistant to the Dean	September 2023	High	Target updated to 80%.
Interactional Initiative *Major impact: Goal #3*	*4.4 Minimum number of study abroad courses offered every academic year* Target: 1 Actual: 0	7) Explore option for Pattuelli to teach a course with a Spring-break in Italy around artist archives in New York and Italy (likely Rome or Venice).	Dean, Faculty Council	May 2023	Low	Complete - plan to offer "Artist Archives: Rome/New York" with Pattuelli in Spring Break 2024. Webpage about course developed.
Extra-curricular Initiative *Major Impact: Goal #4*	4.5 Minimum number of events are offered by SI office and student groups per academic year Target: 50 Actual: 51	8) Implement strategies to support student groups for this AY (e.g., do a training in August with student groups about getting access to funding from SGA). Processes themselves may need to be streamlined to better support busy graduate students.	Dean, Faculty advisors to student groups	May 2023	High	Complete, although complexity of student affairs systems have not been resolved. Training offered to student group leaders in early August 2022. Snack boxes purchased so available for student events.

						PALA rekick event. New PALA leadership found.
Advisement Initiative *Major Impact: Goal #4*	4.7 Percent of graduates who said they sought advising from their faculty advisor 4.8 Percent of graduates who sought advising and agreed/strongly agreed that their faculty advisor provided helpful academic advisement *Target: 80% and 80%* *Actual: 79.82% and 81.62%*	9) Is student experience of advisement declining? Analyze data and if so, then create a plan for addressing.	Dean, Faculty	May 2023	Medium	Graduating student survey responses from 16/17 to 21/22 indicate a decline each year in the percent of graduates who agreed/strongly agreed that their faculty advisor provided helpful academic advisement. Advisement recommendation adopted by FC and being implemented.
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: 99% and 100%*	10) Support revised CC plan for incorporating DEI in Curriculum: Fall '21: analyze survey results, develop a DEI toolbox/resources for faculty (DEI and SCC committees) Spring '22: promote DEI resources to iSchool faculty via workshops etc. (DEI and SCC committees) Fall '22: discuss methods for evaluating DEI in syllabi/courses Spring '23: design evaluation tools, pilot test, and revise tools based on feedback	Dean, School Curriculum Committee, DEI Committee, Faculty	May 2023	High	Complete. DEI information is collected from faculty during ⅙ annual review of entire curriculum.
		11) Require a DEI statement for reappointment, promotion and tenure dossiers (DEI statement already required for FT faculty appointments per HR; DEI question already asked in PT faculty interviews).	Peer Review Committee for Appointment, Reappointment, Promotion and Tenure, Dean	December 2022	High	Complete - updated guidelines adopted on 11/10/2022.

Sustainability Initiative *Major Impact: Goal #10*	*10.5 At least one initiative per academic year is initiated that enhances the school's environmental sustainability.* *Target: Yes* *Actual: Yes*	12) This indicator ought to be revised to reflect a broader approach to sustainability (rather than finding one sustainable thing). Revised target to: *10.5 The school supports environmental sustainability (Target: Yes)*	Dean	September 2023	Medium	After more discussion at the Faculty Council, this change to the indicators was canceled because sustainability needs to be part of a larger re-envisioning of the mission, vision and goals of the school (e.g., sustainability not just in operations but more integral part of curriculum, etc.).
Fundraising Initiative *Major Impact: Goal #9*	*Support for School Goal 9. To pursue internal and external funding for innovation in research, teaching, and/or learning.*	13) The current targets/indicators do not mention philanthropy, which is an important source of support for the school. Add the following new indicator: *9.4 Engage in philanthropic cultivation (Target: Yes)*	Dean	September 2023	Medium	Complete - indicator updated to: *9.4 Engage in philanthropic cultivation toward increased funding for scholarships and other school financial needs.*
		14) Host the Ethics & Technology Forum and User Experience Lab Launch Party.	Dean, Ethics & Technology Forum Subcommittee, Craig MacDonald	September 2023	Medium	Complete.
Openness Initiative *Major Impact: Goal #11*	*Support for School Goal 11. To practice transparency and openness in our communications and planning.*	15) The current targets/indicators do not capture the important and significant openness/ transparency work that goes into accreditation efforts. Add the following new indicator: *11.15 Participate responsively to accreditation needs and produce high-quality information for accrediting bodies. (Target: Yes)*	Dean	September 2023	Medium	Complete.
		16) Produce ALA Biennial Narrative Report and Statistical Report (due Feb. 15). Dean co-chair MSCHE accreditation standard I working group. Begin	Dean	May 2023	High	Complete. ALA Accreditation underway, MSCHE self-study underway.

		ALA re-accreditation process with ERP visit planned for October 2024.				
Forward-looking Initiative Major Impact: Goal #1	*Goal 1: To offer a current, forward-looking, and high-quality curriculum that supports academic inquiry and student learning.*	17) The current targets/indicators do not capture the need for creating and implementing long-term plans to help ensure that the school is indeed forward looking. Add the following new indicator: *1.11 The School has a long-term, strategic plan that aims to support a forward-looking school. (Target: Yes)*	Dean	September 2023	Low	Complete - indicator updated as 1.11 The School has a long-term, strategic plan.
		18) As the current Strategic Plan 2019-2024 is in year 4 of 5 or nearing its end, begin early stage planning and discussions for the next 5 year plan for SI. As the Vision, Mission and Goals–while reviewed annually–date back to 2015, they ought to be considered as well in this process of looking to the future.	Dean, Faculty Council	May 2023	Medium	Complete - Discussions begun at annual retreat (Sept '22) and ran throughout the year in the FC.
Wellness Initiative Major Impact: Goal #6	*6.6 The School supports the success of student wellness initiatives* *Target: Yes* *Actual: Yes*	19) Dean continue participation in JED taskforce (mental wellness self-study and improvement plan)	Dean	May 2023	Medium	Dean attend Resilience, Wellness, and Well-being Council meetings (RWW). Augment meditation locker and add light therapy option to PMC 611. Participate in JED strategic plan implementation, including studying access to counseling via Pratt website in INFO 644 Usability Theory & Practice.

| Communication Initiative | 11.11 90% of graduates agree/strongly agree that SI's communication platforms are effective in providing information about events and activities that can enrich their experience.

Target: 90%
Actual: 92.3% | While Google Group is very active for LIS, less so for other programs. Investigate if there are any student issues around the Google groups and ways to improve. | Dean | May 2023 | Medium | After discussion in FC in Dec., it became clear that the real issue is that there are not as many job postings for programs other than LIS. Thus, we will reframe this as making it clear to students where jobs for IXD, DAV and MDC students can be found. Webpage completed that does this. |
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| General | General | In general, response to alumni survey has been getting lower over the years, making the information coming from it less reliable. Investigate ways to increase response rate or get information in other ways. | Dean | May 2023 | Low | Complete. As Institutional Research is running the First Destination Survey, which surveys alumni 3, 6, and 12 months out, the low response rate may be because alums are getting too many surveys about jobs. Plan is to replace the SI Alumni Survey, and add questions that are important but not already in the First Destination surrey to the survey, and begin surveying in October '23. |