Pratt

Operational Action Plan 18/19

Pratt Institute School of Information
Last Updated: March 13, 2019

Recommended by the Faculty Council and Approved by the SI Dean on September 7, 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 Operational Action Plan for the 2018/2019 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 18/19 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. Note: highlighted text indicates a recent revision to the existing indicator.	Continue with Plan for Reviewing the Entire SI Curriculum (review second fifth of entire curriculum).	Chair of School Curriculum Committee, School Curriculum Committee, Dean	May 2019	High	Second fifth of entire curriculum review complete; see updates at SI Curriculum Review Status

		Make revisions to youth courses coming out of CC review from previous year.	Dean, Prof. Bowler, LIS Program Coordinator, Curriculum Committee	May 2019	High	Complete curriculum revisions of key youth courses, with additional courses to be revised in the next AY. Revised courses include: INFO 676 Programming, Services and Resources for Early Childhood INFO 675 Museum Library Education and Outreach INFO 677 Literature & Literacy for Teens Deactivated: INFO 671 Tween Media Literacy INFO 691 Serving Children and Youth with Disabilities Expected revision in next AY: INFO 678 Growing Up Digital: Children, Teens & Technology
		Review and potentially revise MSLIS program-level student learning outcomes as they were created over 5 years ago (year 2011).	LIS Program Coordinator, Dean, Curriculum Committee	May 2019	High	MSLIS SLOs revision recommended by Curriculum Committee and approved by Dean on Sept. 27, 2018. Rollout in fall 2019 cohort.

	The curriculum reflects current knowledge and skills identified by potential employers. Target: Yes Actual: In-progress.	Implement plans for IXD and DAV to get knowledge and skills identified by employers.	Program coordinators for IXD and DAV	May 2019	Medium	Complete. For DAV: Sula and Braden met with two groups of employers at the Tech Talent Pipeline Data Summit on May 14, 2018; notes available on Google Docs. Will use feedback for curricular improvements. For IXD: During the program concentrations development and curricular revisions for IXD, a synthesis of practical/ academic literature on the job market for UX graduates was undertaken.
	There is a complete and up-to-date mapping of courses to program learning outcomes. Target: Yes Actual: No, missing for MDC	Develop course to SLO mappings for MDC	Program coordinators for MDC	May 2019	Low	Complete, available here.
	Percent of students report that they pursued one or more areas of study in their program Target: 100% Actual: 98.48%	Develop revised MSLIS areas of study based on analysis of data, stakeholder feedback, and existing program strengths.	LIS Program Coordinator, Dean, Curriculum Committee	May 2019	High	Revisions complete, available here. Rolled-out onto website in Jan. 2019.

Teaching Initiative *Major Impact*: Goal #1, 3, 5	*Percent of sections 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"* Target: 100% (all) Actual: 95%, 94%, 83%, 91%, 83%, 91%, 86%	As the courses that are below the target are most often taught by new visiting faculty, develop procedures for hiring new visiting faculty that help promote the hiring of visiting faculty who will practice teaching excellence.	Dean, Faculty Council	May 2019	Medium	New guidelines for hiring of part-time faculty recommended by the Faculty Council and approved by SI Dean on 1/31/2019, available here.
International Initiative *Major Impact: Goal #4*	*Minimum number of study abroad courses offered every academic year* Target: 1 Actual: 0	During 18/19, beginning planning an international program.	Dean, International Study Thinking Group	May 2019	Medium	Complete. International Study Thinking Group request made for planning budget from 2019/2020 budget for a spring 20201 international program in Western Europe.
Diversity Initiative *Major Impact: Goal #5*	*Percent of sections 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 helped me developed a deeper cultural awareness"* Target: 100% and 100% Actual: 91% and 63%	Hire qualified instructors from diverse backgrounds.	Dean	May 2019	High	Complete - qualified instructors from diverse backgrounds hired in the fall and spring semesters.

		Review curriculum, with special focus on core curriculum, to ensure that topics related to diversity and inclusion, and diverse voices, are well-represented. Make revisions as appropriate.[1] It is expected that this initiative may span several years.	Curriculum Committee, Dean	May 2019	High	SI Diversifying the Curriculum event planned for April 9, 2019, will be the kick-off event for this effort.
		Study needs of international students and ensure that SI and Pratt is well supporting them.	Dean, Advisor for Academic Programs	September 2018	Medium	Complete. Added two questions about international students to the Graduating Student Survey.
		Host an event in the Spring for faculty with practical tips on ways to approach diversifying core curriculum.	Dean	May 2019	High	SI Diversifying the Curriculum event planned for April 9, 2019.
Enrollment Initiative *Major Impact: Goal #6*	Admissions and recruitment efforts carried are aligned with the School's two-year enrollment plan Target: Yes Actual: In-progress	Create a two-year enrollment plan and review by various stakeholders (Faculty Council, Office of Admissions/Enrollment, Provost's Office)	Dean	May 2019	Medium	Cancelled as the 2-year enrollment plan will be included in SI Strategic Plan which will not be finalized until fall 2019.

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[1] 2017 Student research project around lack of diverse voices in the LIS core curriculum can be found here: http://studentwork.prattsi.org/infoshow/2017/identity-in-lis

	Each program meets its enrollment goals Target: Yes Actual: Not met for MDC and DAV.	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 in the programs.	Dean, MDC and DAV program coordinators	March 2019	High	Complete. Additional funds identified and spent for advertising for DAV and MDC. While DAV in on-track to meet Fall 2019 enrollment goals, MDC is not. Additional research is needed to learn how to attract more students to MDC.
Faculty Research Initiative *Major Impact: Goal #9*	*100% of full-time faculty request stipends to support teaching and/or research activities each year* Target: 100% Actual: 14% [Note that this indicator is being depreciated in favor of other indicators].	Investigate with Faculty Council ways to improve participation in the SI Faculty Innovation Fund and make changes as needed.	Dean, Faculty Council	April 2019	Medium	Updates made to how funds can be budgeted (allows roll-over funds into next fiscal year), which was recommended by FC and approved by SI Dean in Jan. 2019. 5 faculty applied, up from 2 the previous year; thus, the participation in the fund is now high.
Information Experience Design Support Initiative Major Impact: Goal #7	General support for 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.*	Hire a new FT faculty member in the area of Information Experience Design to support the continued program growth, quality, and richness of perspectives that a full-time faculty member can bring.	Dean, Chair of Faculty Search Committee	April 2019	High	Complete.

Technology Initiative *Major Impact: Goal #10*	*Percent of graduates agree/strongly agree that "the technology resources available (computer labs, technology-enhanced classrooms, computer software) met my educational needs"* Target: 90% Actual: 88%	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	Dean meeting with CIO on March 13, 2019, to ensure that IT needs in Space+Tech plan are met. Several technology needs are being addressed.
Openness Initiative *Major Impact: Goal #11*	*Percent of graduates agree/strongly agree that SI practices transparency and openness in its communications and planning* *Target: 90%* *Actual: 88%*	Hire an additional full-time staff person who can dedicate time and resources to communications and making school plans more open and participatory.	Dean	January 2019	High	Complete.
	Key School and program statistics are available publicly on the website. Target: Yes Actual: Yes	Refresh MSLIS Key Statistics webpage and provide the Annual Assessment Report 17/18 on website	Dean, Advisor for Academic Programs	September 2018	Low	Complete.
Sustainability Initiative *Major Impact: Goal #10*	*At least one initiative per academic year is initiated that enhances the school's environmental sustainability.* *Target: Yes* *Actual: New indicator so not assessed in previous academic year*	Eliminate use of bottled water for SI-sponsored events at PMC and instead rely on NYC tap water ("ban the bottle"); use new ice cube trays and pitchers to create cold water. Use paper cups rather than styrofoam or plastic.	Assistant to the Dean	Throughout AY18/19	Low	Complete.

Fellowships Initiative *Major Impact: Goal #4*	*Minimum number of fellowship opportunities are offered every academic year* Target: 10 Actual: 15 offered, 14 awarded	Continue to prioritize fellowships program in fundraising efforts for individual/family donors.	Dean	Throughout AY18/19	Medium	Complete. Funding fellowships was communicated as a priority by Dean to new VP of Advancement. Need for funds for fellowships included in many SI communications (newsletter, email footers, social media, etc.).