Academic Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHASE I. Please complete sections I-VIII and submit to Dean with a cc: Kathleen Gill by Nov 15.**

1. **Department Overview**

**History and Background.** Describe any name changes, reorganizations, leadership changes, etc. in the past four years.

**Points of Pride.** Describe points of pride for faculty, staff, and/or students in the past four years.

**Department or Program Mission.** Add to department or program website(s). Add link(s) here.

**Department or Program Vision.** Add to department or program website(s). Add link(s) here.

**Program Learning Outcomes.** Confirm accuracy of postings at <https://www.nyit.edu/planning/academic_assessment_plans_reports> and add specific links for program outcomes here.

**Recent Professional Development Activities.**

**Partnerships External to NYIT and Professional Affiliations (if applicable).**

1. **Department Profile and Trend Analysis, 2018-2019 Academic Year**

**See appendices for data described below.**

**Data Provided by Division of Institutional Research or Analytics and Business Intelligence**

* **Admissions profile (count applied, accepted, enrolled, acceptance rate, yield rate, entering GPA/test scores – including English proficiency) – Analytics and Business Intelligence (December 2018)**
* **Student credit hours - PROP academic financial data from Institutional Research**
* **FTE faculty - PROP academic financial data from Institutional Research**
* **FTE staff - PROP academic financial data from Institutional Research**
* **Total revenue and expense, total margin - PROP academic financial data**
* **Three-year enrollment trend by program - Institutional Research**
* **DFW (drop-failure-withdrawal) rates by program - Institutional Research**
* **Three-year trend data: retention rate and graduation rate by program - Institutional Research**
* **COACHE Faculty Survey Data (Institute-wide) - Analytics and Business Intelligence (timing TBD)**

**Data Provided by Department/Program (if available):**

* **Market research data on student major**
* **Benchmarking to peer programs**
* **Student/alumni/employer/client satisfaction data**
* **Other**

**Department analysis of department profile and trend data.** Add discussion of strengths and weaknesses indicated by the data, particularly as they pertain to department mission and goals, NYIT mission and vision objectives, and overall health of the programs within the department. Include interpretation of COACHE Faculty Survey data from the perspective of the department (i.e., does the department view the findings as in alignment with their experiences?).

1. **Department and Program Goal Achievement**

**Department or Program Goals.** Add to department or program website(s). Add link(s) here.

**Evidence of relevance of Department Mission, Vision, and Goals to emerging trends in the discipline.**

**How do goals align with school/college and Institute level goals** (e.g., papers per faculty, graduation rates, and academic reputation)?

**Evidence of achievement of Department and Program Goal Achievement.**

**Evidence of Curriculum Review and Development.** Please describe when curriculum was last reviewed and methods for this review (e.g., external review, revisions to align with new accreditation standards, internal review in response to assessment findings).

**Evidence of Scholarly Productivity.**

**Evidence of Faculty Service.**

**Evaluation of the contribution of NYIT core courses to undergraduate degree programs from the perspective of the department.**

1. **Evidence of Student Learning Outcomes and Achievement - Use of Results**

**Evidence of student learning outcomes by program** (evidence of student strengths and weaknesses by the end of the program)**.**

**Evidence of use of assessment data to make improvements** (e.g., curricular changes, pedagogical changes, resource changes, improvements in processes to support students).

**Alignment of program learning outcomes to and evidence of institutional learning outcomes.**

**Evidence of student achievement (e.g., graduated student satisfaction, job placement, percent continuing for advanced degrees, pass rates).**

1. **Description of Hands-On or High Impact Learning Opportunities**

**Please describe the hand-on or high impact learning opportunities in which students within the degree program participate.** Indicate the scope of engagement and the contributions to student learning**.**

**Recommendations for strengthening these opportunities.**

1. **Evaluation of Student Satisfaction with Academic Programs**

**If available, analysis of anonymous student satisfaction data per major.** Recommend collaboration with Analytics and Business Intelligence.

**Discussion of other sources of student satisfaction data with the academic program.**

1. **Recommendations Regarding Student Supports within and outside the Department**

For students in the department, please discuss positive and negative student support experiences provided within and outside the department (e.g., faculty and staff advising, billing, financial aid and scholarship support, registration, counseling, athletics).

**Recommendations.**

**Proactive steps department or program has taken to address issues or concerns.**

**Feedback from student facing areas regarding recommendations.**

1. **Improvement Initiative(s) Description for Phase I Submission**

Units are encouraged to develop an improvement initiative in collaboration with other units, involving either or both academic and administrative units.

|  |
| --- |
| **Description of CPI Improvement Initiative(s):**  **Timing of Initiative(s) –** report in academic years (up to four-year implementation with progress being made annually)**:** |
| **Department or Program Goal(s) to be Addressed:** |
| **Importance of Initiative(s):**  Describe why it is important to the department, school/college and overall institution, and how it supports the NYIT mission or strategic plan initiatives. |
| **Assessment Measures & Methodology:**  Describe how the improvement initiative will be tracked, i.e., by what measures, by whom, and when. |

**PHASE II. Please complete sections IX-XV and submit to Dean with a cc: Kathleen Gill by March 1.**

1. **Improvement Initiative(s) Data Findings and Actions To Date for Phase II Submission**

|  |
| --- |
| **Findings:**  Insert tables for trend data to date.  Report qualitative findings to date. |
| **Interpretation:**  Report analysis of the data tables.  Report what the qualitative findings indicate.  Report conclusions based on the findings. Elaborate on the indications of transformation. |
| **Actions Planned Based on the Assessment Findings:** |
| **Actions Taken (to date, if any)**: |

1. **Improvement Initiative(s) Update on Past Initiative(s) – NOT APPLICABLE IN AY 18-19**

|  |
| --- |
| **Description of Past CPI Improvement Initiative(s):**  **Timing of Past Initiative(s) –** report in academic years**:** |
| **Department or Program Goal(s) to be Addressed:** |
| **Importance of Past Initiative(s):**  Describe why it is important to the department, school/college and overall institution, and how it supports the NYIT mission or strategic plan initiatives. |
| **Assessment Measures & Methodology:**  Describe how the past improvement initiative was tracked, i.e., by what measures, by whom, and when. |
| **Findings:**  Insert tables for trend data.  Report qualitative findings to date. |
| **Interpretation:**  Report analysis of the data tables.  Report what the qualitative findings indicate.  Report conclusions based on the findings. Elaborate on the indications of transformation. |
| **Actions Taken Based on the Assessment Findings**: |

1. **Self-Reported Resource Allocation Analysis**

On a scale of 1-5 rate the sufficiency of the current allocation of resources per category below.

|  |  |  |
| --- | --- | --- |
| **Resources** | **Number Assigned (1 to 5)** | **Explanation** |
| Faculty |  |  |
| Staffing |  |  |
| Operating budget |  |  |
| Facilities/equipment |  |  |
| Space |  |  |

1. **Allocation of Resources for Strategic Priorities**

Please identify strategic priorities for the next three years. Review current allocation of program resources and describe any recommended reallocations within current resources that will best serve the meeting of these strategic priorities.

1. **Department and Program SWOT Analysis**

**Department Strengths, Weaknesses, Opportunities, and Threats**.

**Program Strengths, Weaknesses, Opportunities, and Threats**.

In a SWOT analysis, strengths and weaknesses refer to internal factors, while opportunities and threats refer to external factors. See [Quick Guide to SWOT Analysis](https://drive.google.com/open?id=17eRVRBXXvWTxe-BTyyY4IzhDyvxdK471). Please provide a SWOT table accompanied by a discussion of conclusions drawn from an analysis of the table.

1. **Opportunities for NYIT Collaboration**

**Opportunities for NYIT Collaboration**. Identify opportunities to collaborate with other academic or administrative units to improve the student experience.

1. **Future Department and Program Goals and Recommendations**

**Future Department and Program Goals**. Identify any changes made to goals in response to the CPI process.

**Department Recommendations.**

**Program Recommendations.**

**CPI Two-Year Update – Due November 15, 2020**

**Update on Improvement Initiative(s)**. Describe progress to date and report data being used to track the CPI improvement initiative.

**Student Learning Outcomes Data.** Academic programs should continue to collect assessment of student learning data annually. Data on student learning outcomes should be reported at least every other year (potentially annually at the discretion of the Dean).

Note. A template for reporting the CPI Two-Year Update will be distributed at the start of the fall 2020 semester.