Formal Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Operational Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**PHASE I. Please complete sections I-VI and submit to Vice President with a cc: Vanessa Vacchiano and Kathleen Gill by November 15.**

1. **Program Overview**

**History and Background.**

**Points of Pride.**

**Mission Statement and Goals.**

**Goal 1:**

**Goal 2:**

**Goal 3:**

**Staffing Structure.**

**Recent Professional Development Activities:**

**Major Functions*.***

**Partnerships External to NYIT *(if applicable)*.**

ADD ORGANIZATIONAL CHART FOR UNIT HERE

Note. If an organizational chart is not available, please report current positions (including vacant positions to be filled) with personnel name, position, and reporting lines. Include temporary and student support, noting positions as such.

1. **Unit Profile and Trend Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **20xx-20xx** | **20xx-20xx** | **20xx-20xx** | **20xx-20xx** |
| Full-Time Staff |  |  |  |  |
| Part-Time Staff |  |  |  |  |
| Other Staff Support (describe) |  |  |  |  |
| Usage totals (e.g., number of faculty and/or students served, as applicable)\* |  |  |  |  |
| Output measures (e.g., number of events sponsored)\* |  |  |  |  |
| Departmental expenditures |  |  |  |  |
| *Indicate if data are based on academic or fiscal year figures.* | | | | |

\*Discuss possible measures with Planning and Assessment representative

**Staff Survey Data:** 2018 Staff Empowerment Survey Findings (Institute-wide) - To be provided by Planning and Assessment (February 2019)

Provide interpretation of findings from the perspective of the department (i.e., does the department view the findings as in alignment with their experiences?)

**Unit analysis of unit 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 strategic initiatives, and the overall health of the unit.

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 field.**

**How do goals align with operational area and Institute level goals** (e.g., papers per faculty, graduation rates, and reputation)?

**Evidence of achievement of Department and Program Goal Achievement (may refer to Key Performance Indicators here).**

1. **Evaluation of Student Satisfaction with Department or Program**

**If available, analysis of anonymous student satisfaction data for the department or program.** Recommend collaboration with Analytics and Business Intelligence.

**Discussion of other available sources of student satisfaction data.**

**Where applicable, provide evidence of assessment of student learning outcomes data.**

1. **Recommendations Regarding Efforts to Support Academic Program Areas**

Academic and administrative units are interdependent. Support units may be aware of challenges in meeting student needs within select academic areas and have recommendations on how NYIT can strengthen the collaboration between specific academic and administrative units. Please add those here.

**Recommendations.**

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

**Feedback from academic program 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) |
| **Unit Goal(s) to be Addressed:** |
| **Importance of Initiative(s):**  Describe why it is important to the unit, division and overall institution, and how it supports the 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 VII-XIV and submit to Vice President with a cc: Vanessa Vacchiano and 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 to be Addressed:** |
| **Importance of Past Initiative(s):**  Describe why it is important to the unit, division and overall institution, and how it supports the 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. |
| **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. **Key Performance Indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Performance Indicator** | **20xx-20xx** | **20xx-20xx** | **20xx-20xx** | **20xx-20xx** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Key Performance Indicator Analysis.** Please describe the importance of each indicator. Discuss the trend of the data reported and any related implications for the unit.

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** |
| 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. **Unit SWOT Analysis**

**Unit 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 Goals and Recommendations**

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

**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.

**Key Performance Indicators Data.** Report updates key performance indicators data with a discussion of any implications of the data for the unit.

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