

Appendix B: Annual Planning and Activities Calendar (with notes) 2016-2017

Strategic Planning

SI is engaged in focused strategic planning efforts in addition to its ongoing planning activities. The purpose for this type of planning is to review existing strategic assumptions, assess outcomes, make course corrections, and decide on future directions. Our most recent planning initiative began at the School in the fall semester of 2015 and in the spring of 2017, the Library and Information Science faculty reviewed and updated strategic planning goals to ensure that objectives are in place for the 2023 Accreditation cycle. The table below provides a summary of the strategic planning and outcomes assessment components of the current planning cycle.

Strategic Planning Activities

Planning Activities	Participants	Methods	Status
Edit/rewrite mission, goals, objectives, student learning outcomes, and strategic initiatives	Faculty committees with student representation	Small-group process	Fall 2015
Review curriculum and program	Faculty, adjunct faculty Advisory Council, alumni (including employers), and students	Focus groups	Fall 2015 and spring 2016
Set priorities for programmatic change	Faculty committees at spring faculty retreat with student representation	Small-group process	Spring 2016
Consensus and confirmation of priorities	Faculty Council and Advisory Council	Small-group process	Spring 2016
Review and update program planning decisions	Faculty Council	Small-group process	Fall 2016
<ul style="list-style-type: none"> • Review drafts of mission, goals, objectives, and strategic initiatives • Propose edits, deletions, and additions 	Faculty, adjunct faculty, Advisory Council, alumni (including employers), and students	Online Survey I with selected and constructed response options	Spring 2017 Faculty Retreat
<ul style="list-style-type: none"> • Review student learning outcomes • Propose edits, deletions, and additions 	Faculty, adjunct faculty, Advisory Council, alumni (including employers), and students	Online Survey II with selected and constructed response options	Spring 2017 Faculty Retreat
<ul style="list-style-type: none"> • Assess needs for programmatic change • Propose changes in direction and new directions 	Faculty, adjunct faculty, Advisory Council, alumni (including employers), and students	Online Survey III with selected and constructed response options	Spring 2017 Faculty Retreat

Current Calendar

2016		
Month	Activity	Date or Status
September - November	<p>Outline of Fall Faculty Meeting Activities and Actions</p> <p>Reviews:</p> <ul style="list-style-type: none"> a. results of summer exit surveys; alumni and employer surveys, including site supervisor surveys from supervised fieldwork b. results of summer comprehensive examination(s) or ePortfolio feedback c. assess student learning outcomes d. status of committee actions from previous planning and assessment e. status of assessment activities and methodologies f. Review progress on strategic initiatives <p>Actions:</p> <ul style="list-style-type: none"> a. Review students and stakeholder perceptions from survey; organize themes; inform future direction; b. Discussed results and submitted to university assessment system; c. track and update as needed; ensure alignment with USF mission and goals d. E-portfolio guidelines revised and posted for students and faculty; Review of other programs' core curriculum; discuss comprehensive review of core and curriculum; e. Plan for changes/course corrections as needed in planning and assessment activities/methodology/schedule; f. Review strategic initiatives agreed earlier in year 	<p>Meetings on Sept. 14, 2016, October 12, 2016 and November 30, 2016;</p>
August / September	<p>New Student Advising and Expectations Survey Administered</p> <p>Changes in Org Knowledge (core) discussed, approved for further action</p> <p>Admission and enrollment management (new sections, adjuncts,)</p>	<p>Survey administered August 28, 2016. Results discussed at LIS Faculty Meeting on Nov. 30, 2016.</p>
October	<p>Fall semester comprehensive examination</p> <p>Discuss College strategic areas of emphasis</p> <p>Course proposal process changes (per Graduate Council)</p> <p>Advising and e-portfolio process</p>	<p>Oct. 4-17, 2016 *longer due to hurricane. Reviewed results with faculty</p> <p>Oct. Faculty meeting</p>

November	Florida Association for Media in Education Conference Employer feedback	Oct. 19-21, 2016 (data for inclusion for review next semester)
November	USF/SACS Annual Planning and Assessment Report ALISE Statistical Survey	Submitted Dec. 15, 2016 Submitted Dec. 1, 2016
December	Fall semester exit survey of graduating students Submitted 2016 assessment results to USF	Administered Oct. 17, 2016 complete

2017

Month	Activity	Status
January	Review and rework SI Advisory Council membership Annual review process clarified; new faculty advised Survey of Director performance administered by College Enrollment and admissions updates	Advisory Council members contacted in January 2017. Vacancies identified.; Director survey and annual review underway.
February	Spring semester comprehensive examination Continue discussion on strategic plan and supporting activities for coming year Survey data reviewed in new system; further analysis by faculty to be discussed at future meeting Tools for curriculum review discussed, including curricular map updates Review of 2016 assessment goals with USF assessment	Scheduled for Feb. 7-14, 2017; faculty meeting discussed strategic planning; review of system for reviewing evidence; tools/processes for curriculum review discussed Scheduled meeting
February/March	Annual faculty review underway Director survey results given to Faculty Affairs committee	Faculty Reviews scheduled to

		begin Feb. 6, 2017
Spring	Contact and communications with New Advisory Council Administer Graduate Exit, Alumni, and Employer Surveys	Alumni and Employer Surveys administered in January 2017.
April	Spring semester exit survey of graduating students	Graduate Exit Surveys scheduled for February 14-March 14, 2017 (after completion of Comprehensive Examination and ePortfolio submission)
May	Florida Library Association Conference Employer and Alumni feedback	May 10-12, 2017
May	Plans for Spring Faculty Retreat Reviews: <ul style="list-style-type: none"> a. results of fall and spring exit surveys and mid-program surveys of current students b. results of fall and spring comprehensive examination(s) or ePortfolio feedback c. status of USF/SACS reporting obligations d. status of committee actions from previous planning and assessment referrals e. status of teaching, research, service outcomes, assessment activities, and methodologies f. assess student learning outcomes (core-course audit, elective-course audit, self-report narratives) Actions: <ul style="list-style-type: none"> a. refer student perception issues on exit survey to appropriate committees b. refer student performance issues on comprehensive exam to Curriculum Committee c. track and update as needed; ensure alignment with USF mission and goals d. follow up as dictated by circumstances to ensure responsive application of assessment data for program improvement e. plan changes/course corrections as needed in planning and assessment activities/methodology/schedule 	TBD
June / July	<i>Library Journal</i> Placement and Salaries Survey	
July-December	Review and revisions of Student Learning Outcomes by course	

August	Summer semester exit survey of graduating students	
August	<p>Fall Faculty Retreat for reviewing survey and focus group results</p> <p>Reviews:</p> <ul style="list-style-type: none"> a. results of summer exit surveys; alumni and employer surveys, including site supervisor surveys from supervised fieldwork b. results of summer comprehensive examination(s) or ePortfolio feedback c. assess student learning outcomes d. status of committee actions from previous planning and assessment referrals e. status of assessment activities and methodologies f. Review progress on strategic initiatives <p>Actions:</p> <ul style="list-style-type: none"> a. refer student perception issues on exit survey to appropriate committee b. refer student performance issues on comprehensive exam to Curriculum Committee c. track and update as needed; ensure alignment with USF mission and goals d. follow up as dictated by circumstances to ensure responsive application of assessment data for program improvement e. plan changes/course corrections as needed in planning and assessment activities/methodology/schedule 	
August / September	New Student Advising and Expectations Survey Administered	
September – December	ALISE Statistical Survey	
September	Alumni Post-Graduation Survey Administered	
October	Fall semester comprehensive examination	
November	Advisory Council Meeting	
November	Florida Association for Media in Education Conference Employer feedback	Oct. 18-20, 2017
November	USF/SACS Annual Planning and Assessment Report	Due Dec. 15, 2017
December	Fall semester exit survey of graduating students	