ANNUAL REPORT 2009-2010

Academic Departments & Programs

Medgar Evers College

The City University of New York

Office of Academic Affairs

Office of Accreditation and Quality Assurance

TABLE OF ORGANIZATION

Office:

Address:

Contact information:

Person completing review:

1. Department Chair: Date of Election:

2. Current Faculty

Name	Rank	Date of Appointment

3. Faculty non-reappointment/resignation/retirement in past year

Name	Title

4. Faculty promotions in last year

Name	Title

5. Staff (HEO lines)

Name	Title

6. Support Staff (Gittelson, Union)

Name	Title

I. STATEMENT OF MISSION VISION AND GOALS

1. Mission Statement
2. Vision Statement
*3. Department Mission Goals (May include PMP performance goals)**

*Note if goals submitted on 2008 and 2009 have been attained and/or if new goals have been added.

4. Program Priorities. Please list and provide a summary of progress in attaining these goals. Priorities should reflect your department mission goals.

II. INDICATORS THAT SUPPORT EVIDENCE OF PROGRESS TOWARDS PROGRAM PRIORITIES.

1. Demand for program
(Consult the following resources as necessary: Snapshot, Institutional Research Reports and data, Student Surveys, Departmental reports, etc.)

Estimate the current academic year external (public) and internal demand for your program using the following:
a. Majors and enrollments in majors. Include curriculum code. (Source: "Program Portrait" available through the Office of Institutional Research and Assessment)
Table I. Demographics and Academics

Major	BA-Fall 2009	AS-Fall 2009
Full-time		
Part-time		
Female		
Male		
Freshmen		
Sophomore		
Junior		n/a
Senior		n/a
First-time freshmen		
First-time transfer		
Readmitted		
Continuing		

b. Choice (number who declare major upon admission)

Source: IRA Report "First Time Freshman Show Rate" 'Department Portrait"
This Report provides data on First Time Freshmen and for First Time Transfers.

	AY 2007/08	AY 2008/09	AY 2009/10
First Time Freshmen			
First Time Transfers			

c. Trend data (increase/decrease in Fall to Fall enrolment across a 3 yr period)

Source: "Enrollment Trend by Major"

Enrollment FT/PT	**Fall 07**	**Fall 08**	**Fall 09**
Full Time			
Part Time			
TOTAL			

d. Reason for selecting major

Source: "Entering Student Survey" or advisor/mentoring reports

e. Reason for transfer out of major

Source: Exit Interview or advisor/mentoring reports

f. Employer surveys

Source: Department files. If surveys not regularly mailed and collected, please give reason and date when surveys will be initiated.

g. Alumni surveys

Source: Department files

2. Quality of program

Describe key program outcomes that are measured regularly by your existing assessment plan, including student outcomes, as well as other assessment data developed through such mechanisms as the PMP, past program reviews and accreditation reports. Please identify and attach instrument and rubric used for each measure. If no instrument is used, describe method or source..

Program Outcomes 1. 2. 3.
Student Learning Outcomes 1. 2. 3.

3. Productivity of program

a. Faculty: Measure the full range of accomplishments in teaching, research and service.

Note: Description of faculty accomplishments can be attached as an addendum to this report.

Scholarly Activity (Peer Reviewed Publications; Editorial responsibilities, Scholarly Societies, Presentations; Performance; Creative Work, Choreography, Exhibitions, Research Projects, Faculty mentoring, etc.)	
Chair (name)	

Scholarly Activity (Peer Reviewed Publications; Editorial responsibilities, Scholarly Societies, Presentations; Performance; Creative Work, Choreography, Exhibitions, Research Projects, Faculty mentoring, etc.)	
Faculty (name)	

(Please insert one table per faculty member.)

b. Students: For the year under review, measure the dimensions of student learning and progress pertinent to your area. Please answer those questions relevant to either the AA or BA major for which the report is submitted. Identify program curriculum code for each reported AA or BA major. *(Source: Department Portrait; Here/ Not Here Reports; First Time Admitted Student Retention Report)*

Table II. Outcomes

GPA – Average (Fall 2009)	Freshman	Sophomore	Junior	Senior
Average Increase in Credit Accumulation(Fall 2008 to Fall 2009)	Freshman	Sophomore	Junior	Senior
Persistence (Start term Fall 2007- End term Fall 2009)* (% and number of students retained)	All program students Fall -to-Fall	All program students Fall-to-Spring	First time freshmen Fall-to-Fall	First -time Transfer Fall-to-Fall
	07-08			
	08-09			
Graduate Count (total including Fa, Sp, Su, graduates)	AA degree 2008-09		BA/BS degree AY 2008-09	
Identify and list 'gateway' courses. (Gateway course are those courses that are pre-requisites for any subsequent courses in the major.) (If pass rate data known, include data.)	1.Course Enrolment headcount Pass rate 2. Course Enrolment headcount Pass rate			
CPE Required Invitee Show Rates (BA programs)	Spring 2008	Fall 2008	Sp2009	Fa2009
CPE Required Invitee Pass Rates (BA Programs)	Spring 2008	Fall 2008	Sp2009	Fa2009
Headcount and percent first-time freshmen in Fall 2008 exited from remediation after one year in Fall 2009 (AA programs)	Reading	Writing	Math	
Other Measure(s) specific to program				

*This measure requires two year trend data

d. Student Retention/Graduation: Identify any specific steps taken to improve student retention and graduation rates.

e. Indicate achievements made in regards to increases in male enrollment, retention, and graduation rates.

4. Assessing Effectiveness

a. State how your area regularly assesses its effectiveness.

Attach instruments and rubrics as applicable. If none developed, check here. **{ }**

b. Please highlight (if applicable) any progress in the following areas as a result of reviewing:

Curriculum:
Curricular changes to academic programs effected during the year:
Curricular changes under development:
Development/Change in Capstone Course or Senior Project:

Student Learning Outcomes:
Adoption or revision of student learning outcomes:
New method(s) to assess student learning outcomes:

Retention and progression rates:

Specific changes implemented or improvements made as a result of evidence from assessments and/or "feedback loop" results:

5. Achievements

a. Identify your area's five most significant achievements from the time of the last annual report submitted to the present:

1.

2.

3.

4.

5.

Funded Programs (ongoing from previous years) Include PSC/CUNY grants.
(If not known, contact the Office of Research and Sponsored Programs.)

Faculty/PI	Title/Project/Funding Source	Total Award/Years

Funded Programs (new awards))

b. Has your area's strategic plan been revised in the last year? If no strategic plan is in place, please describe progress towards completing your plan.

c. State how service learning, community service, outreach and mentoring activities of your unit have furthered the mission of the College. Describe any significant changes such as new or expanded services, new community programs, additional internships, etc., for both faculty and student involvement. If activities are grant-funded, please identify grant.

Faculty Involvement

Category	Description (e.g., Type, number of faculty served/involved, project name, etc.)
Service Learning	
Community Service	
Community Outreach	
Mentoring	
Internships	
Other	

Student Involvement

Category	Description (e.g., Type, number of students served/involved, project name, etc.)
Service Learning	
Community Service	
Community Outreach	
Mentoring	
Internships	
Other	

6. Administrative Successes, Challenges, Future Plans

7. Needs Statement

Please describe the resources (personnel and material) needed to accomplish established goals.

8. Additional Information

III. Based on the information provided in the previous sections, how have you met the PMP goals set for your area?

1. Summary of progress towards completion of PMP/EMP performance measures that are related to your department.

PMP Goals (respond to targets applicable to your area)
Raise Academic Quality 1. Strengthen CUNY flagship and college priority programs, and continuously update curricula and program mix. 2. Attract and nurture a strong faculty that is recognized for excellent teaching, scholarship and creative activity.
Improve Student Success 3. Ensure that all students receive a solid education and effective support, particularly in the first 60 credits of study. 4. Increase retention and graduation rates. 5. Increase post-graduate outcomes. 6. Improve quality of student academic support services.
Enhance Financial and Management Effectiveness 7. Meet enrolment goals and facilitate movement of eligible students from associate to baccalaureate programs. 8. Increase revenues and decrease expenses. 9. Improve administrative services.
Collaboration and Service to the Community 10. In keeping with the College's mission, the College will continue to address community needs and foster community involvement.

Thank you for your time in completing this report.