

**The FIT Challenge:**  
**2020 FIT at 75: Bringing the Future Into Focus**  
*This report reflects the status of tasks through the beginning of the Fall 2008 semester*

Goals and Initiatives	Tasks	Comp. Date (√)
<b><u>Goal 5</u></b> <b>Establish a Process for Administrative Support of the Plan</b>		
<p><b><u>Cross Cutting Initiative 5.1</u></b>            Build an administrative structure and develop procedures that facilitate attainment of the plan's strategic goals.</p>	<p style="text-align: center;"><b><u>5.1.1</u></b></p> <p>Appoint a committee to review College processes to:</p> <ul style="list-style-type: none"> <li>• Establish priorities for administrative review;</li> <li>• Streamline processes;</li> <li>• Automate processes; and</li> <li>• Establish best practices.</li> </ul> <p><b><u>Status – Fall '08</u></b>  <i>This task been replaced by 5.1.2 and 5.1.3 – see below</i></p>	Summer '06 (√) & on-going
	<p style="text-align: center;"><b><u>5.1.2</u></b></p> <p>Streamline processes to support the strategic plan and create efficiencies.</p> <p><b><u>Status – Fall '08</u></b>  <i>See above (5.1.1)</i></p> <p><i>Vice Presidents and Deans have been charged with streamlining processes with an eye toward automation, productivity/cost containment and improved efficiency. Progress has been made in the following areas:</i></p> <ul style="list-style-type: none"> <li>• <i>Academic Affairs and Student Affairs have developed standard definitions for students enrolling at FIT. This is the first step in reengineering our enrollment processes.</i></li> <li>• <i>Consultants were engaged to review the Human Resources operation to assess its alignment with the strategic plan, document processes, and make recommendations for reengineering processes and procedures. Recommendations were accepted and are currently being implemented.</i></li> <li>• <i>The School of Graduate Studies now offers an on-line application (it had previously been a paper process). This addresses the student centeredness goal as well.</i></li> <li>• <i>The School of Art and Design is implementing e-portfolios for admissions. This replaces a paper process.</i></li> <li>• <i>Information Technology has created a Project Management Office which provides oversight for all IT projects. This new structure will ensure that projects are completed on time and within budget and that appropriate resources are assigned.</i></li> <li>• <i>Fashion Merchandising Management has eliminated block registration for all incoming 1- and 2-year students. This has resulted in the elimination of long lines of students waiting to change their schedules. This addresses the student centeredness goal as well.</i></li> <li>• <i>The Admissions Office now receives all applicant essays and academic history forms via the web. These documents automatically flow into the Nolij imaging system and are indexed with Banner.</i></li> <li>• <i>Student services offices are now almost entirely reliant on imaged documents that either</i></li> </ul>	Fall '08 (√) & on-going

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	<p><i>arrive on the web or are scanned upon arrival. The imaged documents are available throughout the offices, providing an efficient flow of data whenever necessary.</i></p> <ul style="list-style-type: none"> <li>• <i>Grade, attendance and certification rosters are now entirely on-line. Faculty have access to class and grade information from any computer at any time, and the Registrar is able to provide reports almost instantly.</i></li> <li>• <i>FIT students now apply for internal transfers, readmission and bachelor degree programs on-line (services that were previously available only to applicants and not current students).</i></li> <li>• <i>New and continuing degree students register on-line, obviating the need for arena registration in the gym.</i></li> <li>• <i>The Registrar has created override codes for chairs to use in lieu of paper forms. Once the code is submitted, the student can register from any computer at any time.</i></li> <li>• <i>Meningitis response forms can now be submitted on-line.</i></li> <li>• <i>An on-line payment system for non-FIT interns/students is now available.</i></li> <li>• <i>On-line registration is now available for part-time students.</i></li> <li>• <i>On-line block registration is now available (see 2.6.3 above).</i></li> <li>• <i>A computerized telephone system (ACD) was purchased for Admissions and Registration to allow for tracking and monitoring incoming calls. The system is currently in use but is being developed further.</i></li> <li>• <i>The Admissions Office is now able to communicate with all applicants, individually or in aggregate, through fitnyc.edu e-mail.</i></li> <li>• <i>Faculty advisors are able to communicate with their advisees, individually or in aggregate, through the "MyFIT" web portal.</i></li> <li>• <i>Student Affairs shared automated procedures and tools with the Presidential Scholars program in order to streamline processes. As a result, the Presidential Scholars program now has access to Nolij in order to view applicant transcripts directly. It will utilize Brio reports developed by Admissions to create e-mail distribution lists for recruitment and will utilize the portal as well.</i></li> </ul> <p><i>The President has created a Vacancy Review Committee charged with reviewing requests to fill vacancies and making recommendations for filling those vacancies based on budget, need, and support of the strategic plan.</i></p>	
	<p style="text-align: center;"><u>5.1.3</u></p> <p>Explore the viability of performing five-year administrative reviews. This is tied to institutional assessment (2.4.2)</p> <p><b>Status – Fall '08</b>  <i>A Quality Assurance and Improvement Program for Administrative Services has been developed. This program mirrors FIT's academic program review and is one of several vehicles that will be used to assess institutional effectiveness. The program includes a self-study conducted by each department as well as a review of the self-study by an internal quality assurance committee appointed by the President. All administrative departments have</i></p>	<p><b>Fall '08 (√)</b>  <b>&amp;</b>  <b>on-going</b></p>

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	<i>been scheduled for review on a 5-year cycle. Guidelines for conducting the review and a schedule are available in the President's Office. The Bursar's Office will serve as a pilot.</i>	
<b><u>School of Continuing and Professional Studies Initiative</u></b> <b><u>5.1</u></b> Increase internal awareness of the School of Continuing and Professional Studies and its programs as an integral part of an FIT education and the creative hub. Clarify and establish a definition of continuing education and continuing education students at FIT.	<b><u>5.1.1</u></b> Through a series of meetings with faculty, departments and administration, gauge awareness and understanding of the School of Continuing and Professional Studies programs among the FIT community (results will serve as a benchmark for knowledge and attitudes about the school).  <b><u>Status – Fall '08</u></b> <i>Meetings were held in AY '08 with all academic chairs, deans, faculty senate committees, and individual faculty.</i>	<b>Fall '07 (√)</b> & <b>Spring '08 (√)</b>
	<b><u>5.1.2</u></b> Develop a shared client database between the School of Continuing and Professional Studies and other areas of the College.  <b><u>Status – Fall '08</u></b> <i>A database of School of Continuing and Professional Studies corporate contacts was shared with College Relations. Both offices will keep corporate databases and coordinate their usage as needed.</i>	<b>Fall '07 (√)</b>
	<b><u>5.1.3</u></b> Initiate an effort between the School of Continuing and Professional Studies and the academic departments to provide updates and increase collaboration and brainstorming.  <b><u>Status – Fall '08</u></b> <i>See 1.3 - 1.1.3</i>	<b>Fall '07 (√)</b>
	<b><u>5.1.4</u></b> Invite FIT faculty and staff to informational sessions and classes in the School of Continuing and Professional Studies.  <b><u>Status – Fall '08</u></b> <b>ON HOLD</b>	<b>Spring '08</b>  <b>ON HOLD</b>
	<b><u>5.1.5</u></b> Create a communication mechanism (newsletter, e-mail, etc.) that will provide information regarding the School of Continuing and Professional Studies.  <b><u>Status – Fall '08</u></b> <i>Staff has been increased to create and maintain the School of Continuing and Professional Studies websites and an e-newsletter.</i>	<b>Spring '08 (√)</b> & <b>on-going</b>
	<b><u>5.1.6</u></b> Develop a large-scale public relations plan directed toward internal constituents. The Dean of the School of Continuing and Professional Studies and staff will make presentations about the School	<b>Fall '07</b>

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	and provide current updates in meetings with vice presidents, the Dean's Council, Faculty Senate, etc.  <u>Status – Fall '08</u> <b>ON HOLD</b>	<b>ON HOLD</b>