

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 (√)
<p style="text-align: center;"><u>Goal 2</u> Commit to a Culture of Student Centeredness</p>		
<p style="text-align: center;"><u>Cross-Cutting Initiative 2.1</u> Improve communications to students.</p>	<p style="text-align: center;"><u>2.1.1</u> Redesign and integrate the basic electronic and other institutional means of communications to students:</p> <ul style="list-style-type: none"> • Develop guidelines for a user-friendly e-mail system capable of large-scale message distribution to a variety of categories of recipients; • Announce and use the FIT e-mail as the official mode of internal communication for faculty and students; • Explore expanding department websites to include faculty bios, courses of study, and digitized versions of publications. <p><u>Status – Fall 2008</u> <i>Guidelines for a user friendly e-mail system have been developed.</i></p> <p><i>E-mail blast student listservs for school deans have been set up. The Schools of Art and Design and Business and Technology consistently communicates with students via e-mail.</i></p> <p><i>The FIT portal, implemented in Fall '07 allows faculty and staff to easily send e-mail blasts to specific internal groups. Faculty and staff have been trained to use the group messaging function.</i></p> <p><i>The Office of Admissions website now links to all major departments.</i></p> <p><i>The standard department website format includes space for departments to provide information about their faculty, potential careers, and eligibility and portfolio requirements (if applicable).</i></p> <p><i>The Schools of Art and Design, Graduate Studies, and Continuing and Professional Studies revamped their web sites and created templates for department web sites as an interim measure until the college website is redesigned. The sites continue to be updated.</i></p> <p><i>Funding for the redesign of the college web site was allocated in the '07, 08 and '09 budgets. The College has engaged external consultants to redesign the web site planned for roll out in Spring '09.</i></p> <p><i>\$50,000 was funded for strategic writing services to assist with communication initiatives as part of the '08 budget process.</i></p>	<p style="text-align: center;">Fall '06 (√) Winter '07 (√) Fall '06 (√) & on-going</p>
	<p style="text-align: center;"><u>2.1.2</u> Implement a strategy to enhance College signage.</p> <p><u>Status – Fall 2008</u> <i>While planning for this activity began in Summer '07, actual planning for roll-out will begin in Fall '08. Funding has been provided through the capital budget.</i></p>	<p style="text-align: center;">Summer '07 (√) (planning begins) & on-going</p>

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<u>Cross-Cutting Initiative 2.2</u> Enhance relations with alumni.	<u>2.2.1</u> Recruit and hire a Director of Alumni Relations. <u>Status – Fall 2008</u> <i>This search did not reach closure in Fall '06 as originally planned. The title has been changed to Director of Alumni and Faculty Relations and the search will be reopened in Fall '08.</i>	Fall '06 Delayed
	<u>2.2.2</u> Create a short-term and long-range alumni relations plan (include identifying lost alumni). <u>Status – Fall 2008</u> <i>An overall plan is contingent on the hiring of a Director of Alumni and Faculty Relations, an overall development plan for the college and an MOU with the Alumni Association.</i> <i>\$38,000 per year through 2011 was funded as part of the '08 budget process for the redesign of <u>Network</u> magazine. Three issues of Hue, the new alumni magazine have been produced.</i> <i>A plan is in place to collect and update all available alumni records and download the records to the Viking database.</i>	Spring '08 (hiring of Director) Delayed Fall '07 (√) (redesign of Network Magazine)
	<u>2.2.3</u> Develop a mechanism for obtaining comprehensive data from alumni to help inform career placement and program development. <u>Status – Fall 2008</u> <i>The Vice President for Advancement and External Relations is reviewing the operations of the Alumni Office for better efficiencies. This includes identifying how college support services (i.e., Career Services) can assist alums.</i>	Fall '08
<u>Cross-Cutting Initiative 2.3</u> Improve the academic advisement process for degree and non-degree students.	<u>2.3.1</u> Explore the viability of developing an advisement system specific to each department. Include strengthening the role of the Liberal Arts liaison in each department, and invite liberal arts faculty to participate in advisement throughout the year. <u>Status – Fall 2008</u> <i>An Advisement Task Force was formed in Fall '06 and issued a report of recommendations. Implementation began in Spring '07.</i> <i>In Fall '07, the School of Business and Technology piloted a program which assigned each student an academic advisor from his/her major. In addition, each academic advisor was assigned Liberal Arts and Registrar liaisons. This has now been rolled out to all Business and Technology departments. In Spring '08 two departments in Art and Design (Fashion Design and Interior Design) piloted this program and it will be rolled out to all AAS majors in Fall '08. <u>Note:</u> This program is being revisited for better efficiency.</i> <i>In Fall '06, Liberal Arts liaisons began to attend Art and Design department meetings. In Fall</i>	Spring/Summer '07 (√) & on-going

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	'07, as a pilot, a Liberal Arts liaison was assigned to provide advisement assistance in the Communications Design Department. This has been rolled out to all departments in A&D. There have been discussions about modifying this process.	
	<u>2.3.2</u> Extend advisement hours for evening and weekend students. Status – Fall 2008 <i>Advisement hours were extended in Fall 2008</i>	Fall '08 (√)
<u>Cross Cutting Initiative 2.4</u> Enhance and strengthen the assessment of student needs and expectations. Note: This is linked to administrative enabling and metrics	<u>2.4.1</u> Centralize survey and other assessment strategies through Institutional Research. Status – Fall 2008 <i>On-going discussions pursue as the best way to roll this out.</i>	Plan – Fall '07/Spring'08 Implement – immediately upon completion of the plan
	<u>2.4.2</u> Develop and implement on-going College-wide assessment strategies for schools, Student Affairs and related service areas. Status - Fall 2008 <i>See Administrative Enabling (5.1.3).</i>	Plan – Fall '07 (√) Begin implementation – Fall '08 (√) On-going
<u>Cross Cutting Initiative 2.5</u> Educate current students about their choices in bachelor degree programs and their career options.	<u>2.5.1</u> Initiate a fall Upper Division orientation program for AAS transfer students wishing to enroll in BS/BFA programs. Status – Fall 2008 <i>In Fall '06, the Schools of Art and Design and Business and Technology began conducting upper division fairs. In addition, the School of Business and Technology is planning an Upper Division fair for external students as well. This initiative is also tied to strategic recruitment.</i> <i>Business and Technology will be revisiting the Upper Division Fair to assess if it can be structured in a way to be more beneficial for students.</i> <i>The School of Art and Design identified and invited appropriate SUNY community colleges to their BFA fair. It was not been successful. The School believes that earlier planning is needed in order for the fair to be successful.</i>	Fall '06 (√)

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	<p style="text-align: center;"><u>2.5.2</u></p> <p>Educate students and faculty about services offered by the Career Services Office:</p> <ul style="list-style-type: none"> • Increase communications between the departments, Career Services and potential employers; • Provide entering students with a packet about the services provided by Career Services. <p><u>Status – Fall 2008</u></p> <ul style="list-style-type: none"> • Career Services has developed a brochure for all students that is distributed at the fall and spring orientations. • The Career Services Department sends monthly memos to department chairs announcing upcoming employer visits and job fairs. In addition, each month, the department sets up a table in FIT lobbies to advertise career workshops and programs. • There are plans to enhance job development by sending Career Services staff to employer sites to reinforce FIT’s population of trained, qualified students for career-related opportunities. • A new software package, Simplicity, has been implemented. It is the same package that is used by the Internship Center. <p>There are discussions about merging the Career Services Department and the Internship Center.</p>	<p>Fall '06 (√) & on-going</p>
<p style="text-align: center;"><u>Cross Cutting 2.6</u></p> <p>Improve service to students relating to the individual Schools.</p>	<p style="text-align: center;"><u>2.6.1</u></p> <p>Develop a list of frequently asked questions to be placed on the school websites, given to departmental secretaries and distributed at admissions information sessions, open houses and other informational activities.</p> <p><u>Status – Fall 2008</u></p> <ul style="list-style-type: none"> • Admissions developed content for a new Admissions website designed by College Relations. Content includes in-depth answers to Frequently Asked Questions. www.fitnyc.edu/html/admissions/index.html • The School of Art and Design has created a list of FAQs which are on their web site. • The School of Graduate Studies has posted links for “how to apply and check application status” for its programs, as well as FAQs for Global Fashion Management. • School of Liberal Arts – not done yet. • School of Business and Technology – not done yet. <p>With the updated FAQs and new admissions website, more information about every school and their programs are now available on school websites linked through www.fitnyc.edu.</p>	<p>Fall '06 (√) for some departments on-going</p>
	<p style="text-align: center;"><u>2.6.2</u></p> <p>Eliminate the paper process and create an electronic process for students to sign out studio space on campus: (Art and Design and Tech Design in Business and Technology):</p> <ul style="list-style-type: none"> • Develop a pilot program; • Roll out new process based on the success of the pilot. 	<p>Spring '06 (√) Spring '07 (√)</p>

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	<p><u>Status – Fall 2008</u> <i>Students sign an agreement indicating that they will abide by the rules of studio sign out. When they enter the lobby in the C building, the security guards have access to a list of open studios and the students can view the open studios on the web site. The security guards in the lobby of the C building have a list of students who have signed the agreement and provide them with an entrance sticker to the studio which is valid for 24 hours.</i></p>	
	<p style="text-align: center;"><u>2.6.3</u></p> <p>Establish on-line block registration for A&D.</p> <ul style="list-style-type: none"> • Develop a pilot program; • Roll out new process based on the success of the pilot. <p><u>Status – Fall 2008</u> <i>From the student perspective, this task is complete. Students can select a block from a web site and be confident they will be enrolled in the classes they selected. However, this is still done behind the scenes. Student class selections are electronically forwarded to the Registration Center where the selections are entered manually. IT continues to investigate software solutions to resolve this issue so that the process can be completely automated. The School of Art and Design wants to eliminate the blocks and has asked IT to find a solution that will allow them to achieve this while ensuring that every student is able to select the classes that they need each semester.</i></p>	<p>Spring '06 – pilot (√)</p> <p>Fall '07 for Spring '08 registration (√)</p>
<p><u>Art and Design Initiative 2.1</u> Incorporate privileges for 8th semester students.</p>	<p style="text-align: center;"><u>2.1.2</u></p> <p>Dedicate lab time for capstone projects throughout the School of Art and Design during each spring semester.</p> <p><u>Status – Fall 2008</u> <i>The Registrar's Office worked closely with the School of Art and Design to schedule classes so that 8th semester students could have a day to work on capstone projects in studios. However, this has not been implemented due to space constraints. In the past few semesters, additional cohorts have been added in several majors which preclude the School from utilizing the studio space that would have been considered for the 8th semester students. In addition, new construction has also contributed to current space constraints. However, the new studio sign-out process has been helpful in informing the students of space that is available. We will continue to revisit this initiative and consider it in future space planning.</i></p>	<p>Spring '07</p> <p style="color: red;">Delayed</p>
<p><u>Art and Design Initiative 2.2</u> Increase the visibility of student work.</p>	<p style="text-align: center;"><u>2.2.1</u></p> <p>Increase the number of College-wide displays for Art and Design students.</p> <p><u>Status – Fall 2008</u> <i>A proposal was written in Spring '06. It requires significant funding. Consequently, this is delayed until funding is secured.</i></p>	<p>Proposal – Spring '06 (√)</p>
<p><u>School of Graduate Studies Initiative 2.1</u> Enrich the graduate student experience through increased</p>	<p style="text-align: center;"><u>2.1.1</u></p> <p>Organize events that support the curriculum.</p>	<p>Fall '06 and on-</p>

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opportunities for student involvement and development.	<p>Status – Fall 2008</p> <ul style="list-style-type: none"> • <i>In Fall '06 the School of Graduate Studies and Student Life discussed encouraging graduate faculty members to become club advisors and form a Graduate Student Club to support activities for special programs of interest to graduate students. This was proven not to be viable since several graduate programs are one-year programs and many students are working. It was difficult to garner interest.</i> • <i>In Spring '07, the School of Graduate Studies began assessing the graduate student experience from “inquiry” through “alumni” status to try to organize appropriate events and activities. Since that time, the application process has been reengineered, paying careful attention to improved student services. (students have been queried to identify where there are problems).</i> • <i>Alumni events are on-going and continue to be planned.</i> • <i>Public programming has been expanded in most programs...lectures, symposia and panel discussions are being held.</i> • <i>A plan to create a <u>Hub for Creative Research</u> has been developed. When implemented, the hub will create opportunities for Graduate Studies student involvement.</i> 	going
	<p style="text-align: center;"><u>2.1.2</u></p> <p>Explore opportunities for teaching and research assistantships.</p> <p>Status – Fall 2008</p> <ul style="list-style-type: none"> • <i>There are currently four \$1500 scholarships available for graduate students.</i> • <i>Models are being researched.</i> 	Plan – Fall '08 Impl. – Fall '09
	<p style="text-align: center;"><u>2.1.3</u></p> <p>Provide additional non-classroom workspace for graduate student use.</p> <p>Status – Fall 2008 <i>Due to space constraints, this will need to wait until the master plan is funded.</i></p>	(Master Plan and on-going renovations)
	<p style="text-align: center;"><u>2.1.4</u></p> <p>Enlarge student lounge space to accommodate growing graduate student enrollment.</p> <p>Status – Fall 2008 <i>Due to space constraints, this will need to wait until the master plan is funded.</i></p>	(Master Plan and on-going renovations)
<u>School of Graduate Studies Initiative 2.2</u> Enhance services to maintain and improve student satisfaction.	<p style="text-align: center;"><u>2.2.1</u></p> <p>Expand student support services required to satisfy the particular needs of the School.</p> <p>Status – Fall 2008</p> <ul style="list-style-type: none"> • <i>\$6,000 was conditionally funded through the '08 budget process for creating a brochure listing services for graduate students should posting these services on the web not be effective. However, the web site proved to be effective.</i> 	Spring '07 & on-going

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	<ul style="list-style-type: none"> • <i>Graduate Studies is moving toward creating an on-line catalogue.</i> • <i>Graduate Studies has assumed the responsibility of managing international travel for graduate programs in order to better serve the students and faculty.</i> <p><i>The expansion of student services to support the School of Graduate Studies has not begun. We need to determine needs and estimated budget.</i></p>	
	<p style="text-align: center;"><u>2.2.2</u></p> <p>Hire dedicated staff to handle increased workload as needed (to support school growth).</p> <p><u>Status – Fall 2008</u></p> <ul style="list-style-type: none"> • <i>An additional clerical staff member was added to the Office of the Dean of Graduate Studies, through the '07 budget process.</i> • <i>\$20,000 was funded during the '08 budget process for a part-time grad admissions rep to handle the Graduate Studies admissions tape load. Work load will be assessed each year to determine if a full-time position is needed.</i> • <i>\$25,000 was added to the Graduate School Personnel Services budget during the '08 budget process to increase support staff from half-time to full-time.</i> 	<p>Fall '06 (√) & on-going</p>
<p style="text-align: center;"><u>Student Affairs Initiative 2.1</u></p> <p>Enhance first-year degree student satisfaction and retention.</p>	<p style="text-align: center;"><u>2.1.1</u></p> <p>Develop a “first-year experience” program to address student development skills and issues. This should include identifying staffing and resource needs associated with additional programs and activities geared specifically toward the new first-year student.</p> <p><u>Status – Fall 2008</u></p> <ul style="list-style-type: none"> • <i>A report was submitted from the committee charged with making recommendations for a “first year experience” program. However, the main thrust of the report was to add a course for new students. Given the number of courses already required for FIT majors, this was not a viable option;</i> • <i>Funding has been provided in the '09 budget for a series of “volunteer” activities for first year students that will engage them in the life of the college. These activities will begin in Fall '08.</i> • <i>A student mentoring program that mirrors the one-on-one faculty/student academic advisement initiative was proposed. The program would assign an upper level student advisor to each in-coming freshman. This will be launched during the '08-'09 academic year. Student Ambassadors will pilot this volunteer program which is known as “STARS”.</i> 	<p>Fall '07 & on-going</p> <p style="color: red;">Delayed until Fall '08</p>

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<p><u>Student Affairs Initiative 2.2</u> Communicate the College's support services to the entire College community.</p>	<p style="text-align: center;"><u>2.2.1</u> Convene regular joint informational meetings between Academic Affairs and Student Affairs, inclusive of Deans and Directors.</p> <p><u>Status – Fall 2008</u> <i>The first session was held in Fall '06, and the second in Spring '07. Sessions continue to be held once a semester.</i></p>	<p style="text-align: center;">Spring '06 (√) & on-going</p>
	<p style="text-align: center;"><u>2.2.2</u> Create a series of on-going in-service training workshops for College faculty, staff and administration emphasizing student development issues and skill building.</p> <p><u>Status – Fall 2008</u> <i>Training Dynamics, an HR consulting firm conducted sessions on how to deal with difficult employees in conjunction with the Office of Human Resources.</i></p> <p><i>Noel Levitz Connections training was piloted in Summer '08.</i></p>	<p style="text-align: center;">Summer '08 (√) & on-going</p>
<p><u>Student Affairs Initiative 2.3</u> Foster a strong sense of community within the campus environment.</p>	<p style="text-align: center;"><u>2.3.1</u> Create a plan for a centrally located student assistance and information center.</p> <p><u>Status – Fall 2008</u> <i>\$5,000 was set aside in FY '08 for a consultant to provide a plan for an Information/Welcome Center. Potential space was identified to allow this initiative to move forward prior to the completion of the Master Plan. In addition, we have joined CiVSA (Collegiate Information and Visitor Services Association) for resources and referrals. The Deans for Student Services and Student Development visited the Rutgers Visitor Center and meet with their director on in Fall '07.</i></p> <p><i>This is now on hold pending the arrival of a Vice President for Enrollment Management and Student Success.</i></p>	<p style="text-align: center;">Fall '07 Delayed</p>
	<p style="text-align: center;"><u>2.3.2</u> Expand spaces available for student lockers and for student activities.</p>	<p style="text-align: center;">To be determined</p>
	<p style="text-align: center;"><u>2.3.3</u> Develop and implement a strategy for enhancing campus transportation and safety including the new residence hall on 31st street.</p> <p><u>Status – Fall 2008</u> <i>A report was submitted by a committee created to explore options. This is no longer being considered. Alternative solutions are being considered. Plans will be in place during the Fall '08 semester.</i></p>	<p style="text-align: center;">Fall '07 Delayed</p>
<p><u>School of Continuing and Professional Studies Initiative 2.1</u></p>	<p style="text-align: center;"><u>2.1.1</u> Coordinate through Evening/Weekend Director, appropriate FIT support services for evening/weekend</p>	<p style="text-align: center;">Fall '07</p>

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Enhance the FIT Environment for evening/weekend degree, non-degree and non-credit students.	<p>degree students.</p> <p>Status – Fall 2008 <i>A Director of Evening Weekend Programs was appointed in Fall '07. \$60,000 was funded for a Counselor Assistant during the '08 budget process to be effective February '08.</i></p> <p><i>Meetings were held with the Schools and Department Chairs and guidelines were developed for evening/weekend coordinators.</i></p> <p><i>New student informational publications were developed, and</i></p> <p><i>Evening/weekend orientations and information sessions were conducted.</i></p> <p><i>Evening/weekend students can now receive advisement guidance and just-in-time information regarding programs, admissions requirements, registration procedures, program content and department contact information in the evenings and on weekends.</i></p> <p><i>A new full-time counselor was hired with evening hours to serve current and prospective evening/weekend students.</i></p> <p><i>Better services, recruitment, collaboration, and enrollment management resulted in an 18% increase in evening/weekend enrollment.</i></p>	& on going
	<p style="text-align: center;"><u>2.1.2</u></p> <p>Identify and extend employment-related services to students in FIT credit and non-credit certificate programs.</p> <p>Status - Fall 2008 <i>Career Services is implementing new career services software (Simplicity) that will provide on-line job and employer information to students enrolled in credit and non-credit programs. This tool will allow the School of Continuing and Professional Studies to market its services differently.</i></p>	Fall '07 & Spring '08 (√)
	<p style="text-align: center;"><u>2.1.3</u></p> <p>Undertake extensive study of student satisfaction in Continuing and Professional Studies to better profile their needs, study trends, origins and satisfaction.</p> <p>Status - Fall 2008 <i>In collaboration with the Continuing Education committee of the Faculty Senate, a student satisfaction survey was administered to all winterim '08, and Spring '08 Continuing Education students. It yielded significant feedback regarding the composition, motivation and needs of the student population attending winterim and spring programs. This semester, a series of guidelines for the improvement of services, including registration, advisement and information distribution for Continuing Education students will be created and vetted with the Vice Presidents and Deans. Implementation is planned for Spring '09.</i></p>	Fall '07 & Spring '08 (√)

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	<p style="text-align: center;"><u>2.1.4</u></p> <p>Ensure that catalogue, web site and other communications emanating from the School of Continuing and Professional Studies are clear and support continuing and professional student admissions, registration, course appropriateness and successful completion of study.</p> <p><u>Status - Fall 2008</u> <i>In collaboration with the Office of Communications and External Relations, improvements are being made in the School of Continuing and Professional Studies catalogue, ad content, web sites, ad design and placement, and in the overall direction of the promotional campaign.</i></p>	<p>Fall '07 (√) & on-going</p>
	<p style="text-align: center;"><u>2.1.5</u></p> <p>Explore on-line registration capacity for all School of Continuing and Professional Studies students.</p> <p><u>Status – Fall 2008</u> <i>Implementation of non-credit on-line registration is in the planning stages. This semester Banner will be compared against other commercial software systems for optimal utility and comparative costs will be reviewed.</i></p>	<p>Fall '07 & Spring '08</p> <p>Delayed – new date – Summer Fall '09</p>