

## 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

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<ul style="list-style-type: none"> <li>Propose changes in direction and new directions</li> </ul>			
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### 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"> <li>a. results of summer exit surveys; alumni and employer surveys, including site supervisor surveys from supervised fieldwork</li> <li>b. results of summer comprehensive examination(s) or ePortfolio feedback</li> <li>c. assess student learning outcomes</li> <li>d. status of committee actions from previous planning and assessment</li> <li>e. status of assessment activities and methodologies</li> <li>f. Review progress on strategic initiatives</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>a. Review students and stakeholder perceptions from survey; organize themes; inform future direction;</li> <li>b. Discussed results and submitted to university assessment system;</li> <li>c. track and update as needed; ensure alignment with USF mission and goals</li> <li>d. E-portfolio guidelines revised and posted for students and faculty; Review of other programs' core curriculum; discuss comprehensive review of core and curriculum;</li> <li>e. Plan for changes/course corrections as needed in planning and assessment activities/methodology/schedule;</li> <li>f. Review strategic initiatives agreed earlier in year</li> </ul>	<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) 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>



Spring	Spring Faculty Meetings	Faculty Meetings February 8, 2017 - LIS February 22, 2017 entire SI faculty April 19, 2017 entire faculty April 19, 2017 - LIS
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	follow up as dictated by circumstances to ensure responsive application of assessment data for program improvement	
September December	ALISE Statistical Survey (Survey delayed due to change in location for ALISE Survey administration to Old Dominion)	February 15, 2018
October	Fall semester comprehensive examination	October 10-18, 2017
November	Florida Association for Media in Education Conference Employer feedback	October 18, 2017 - October 20, 2017



SACS Annual Planning and Assessment Report

Dec. 15, 2017



Appendix C: Systematic Planning Process Example MLIS Program Culminating Assessment

Stage	Methods	Participants
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