October 3, 2014

**To:**     Deans and Department Chairs

**From:**  Prioritization Data Team

**Subject:**  Prioritization: Academic Program Identifier

After feedback from many who attended the recently held Academic Author Training sessions, and upon consultation with the Academic Task Force co-chairs and the Provost (Prioritization co-chair), the data team unanimously agreed to change the identifier used to list academic programs so as to eliminate expressed confusion over the definition of an academic program for purposes of the prioritization process and navigation of the Prioritization Plus software.

During the author training, an academic program was described as a single subject code or collection of subject codes offered by a department to (1) support its major/minor degree plans or (2) provide service courses to other academic degree plans.  Throughout the collection of accessible and reliable data, the data team identified that data derived from subject codes would provide for a better assessment of the department work flow summaries labeled in Criteria 6, Program, Scope, and Productivity (see attached Academic Program Analysis Form). Many of you expressed that this identifier could cause substantial confusion between an academic degree plan (BA, BS, BBA, MSB, etc.) and a program code (ACC, BIO, HIU, etc.).  Thus, all authors (chairs) will now view their academic programs in the Prioritization Plus software as identified by the degree plans offered by their department (not by subject code):



This change will not preclude the use of the department subject code data that has been complied, and tables of the subject-level data will be provided as a hyperlink or pdf file to help you respond to Criteria 6.

The data team used multiple models to pilot the data and the software anticipating its use and analysis, but your feedback proved invaluable in helping identify how, as users, you would interpret the data and use it to asses your program(s).

Please continue to submit any questions or to schedule a training session for your program/department to program.prioritization@lehman.cuny.edu

Thank you,

Yvette Rosario                                    Bethania Ortega
Co-chair, Prioritization Data Team          Co-chair, Prioritization Data Team