

October 15, 2014

To: Deans, Department Chairs, and Administrative Program Directors

From: Prioritization Steering Committee Co-chairs

Subject: Prioritization: Academic and Administrative Program Analysis Forms

On October 3, 2014, academic departments were notified of the Prioritization Data Team's decision to change the identifier used to list academic programs so as to eliminate confusion over the definition of an academic program. This change was made to make it easier for academic department chairs to complete the Program Analysis Form and navigate the Prioritization Plus software; however, it also requires that the data team prepare a few more models and tables to ensure accuracy of data. As a result, the Prioritization Steering Committee met on Friday, October 10, and unanimously agreed to adjust the Academic and Administrative Program Analysis Form completion and submission period to November 12, 2014 – January 12, 2015.

Prior to November 12, 2014, you will receive an email that provides login instructions in to the Prioritization Plus software. Additionally, for those who were unable to attend author trainings sessions on how to complete the Program Analysis Forms on September 30 and October 1, we are in the process of scheduling author training dates during the week of November 3. For your convenience, the Academic and Administrative Program Analysis Forms and Author Training power point presentations are available for download at <http://www.lehman.edu/program-prioritization/>. We encourage you to review the materials in advance of November 12, 2014, and to visit the website for information and regular updates pertaining to Lehman Prioritization.

Please continue to submit any questions for your program/department to program.prioritization@lehman.cuny.edu.

Thank you,

Anny Morrobel-Sosa
Co-chair, Prioritization Steering Committee

Vincent Clark
Co-chair, Prioritization Steering Committee