

## PRIORITIZATION FAQ: ACADEMIC AND ADMINISTRATIVE PROGRAMS

- **What is my username?**

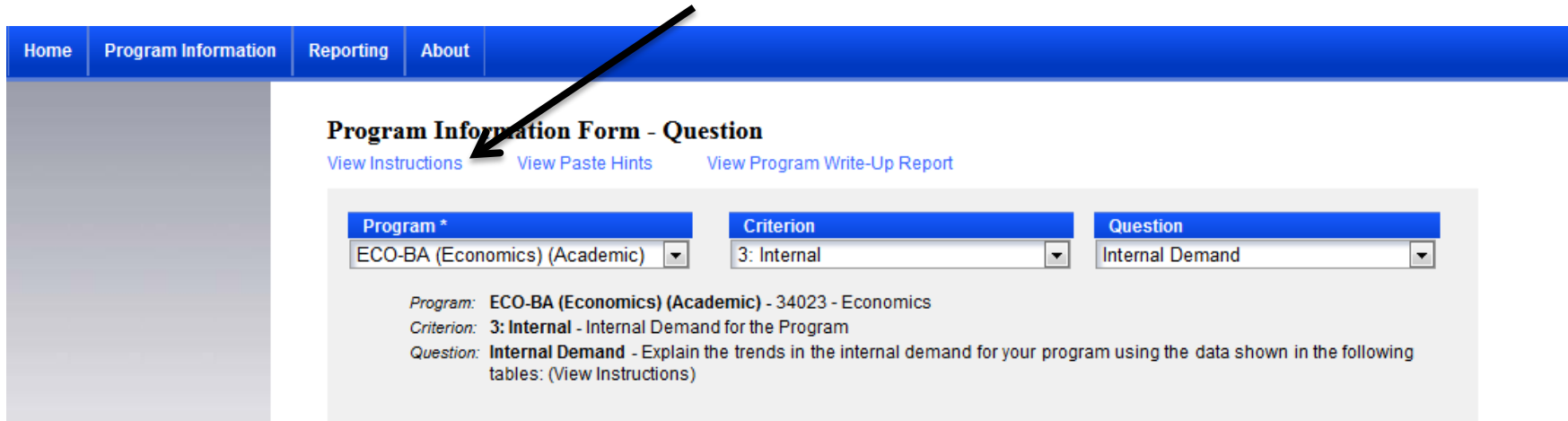
Your username is your Lehman email address: [firstname.lastname@lehman.cuny.edu](mailto:firstname.lastname@lehman.cuny.edu).

- **What is my password?**

Password is different for all users. If you need your password to be reset, please contact: [program.priortization@lehman.cuny.edu](mailto:program.priortization@lehman.cuny.edu)

- **Where can I find the Student Credit Hours pdf? (Academic Programs)**

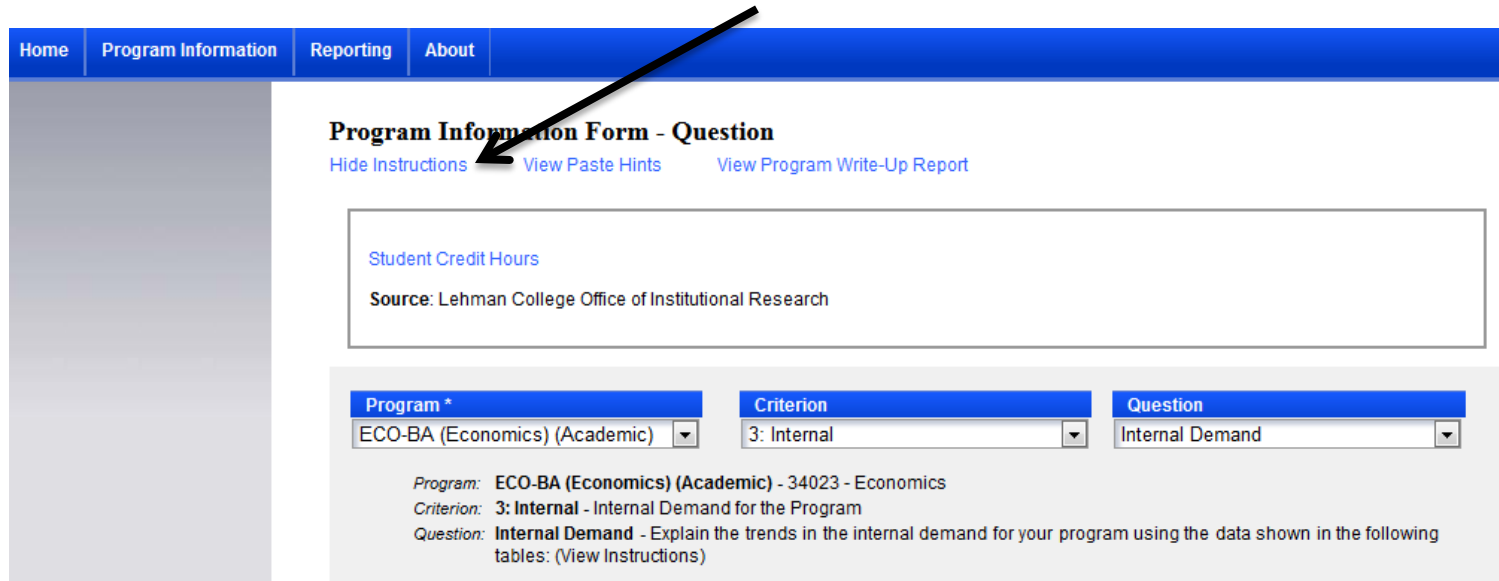
Links to all PDF tables are embedded in the View Instructions button, e.g., Academic Criterion 3, Question 1:



The screenshot shows a web interface with a blue navigation bar at the top containing links for Home, Program Information, Reporting, and About. Below the navigation bar is a section titled "Program Information Form - Question". Under this title are three links: "View Instructions", "View Paste Hints", and "View Program Write-Up Report". A black arrow points from the "View Instructions" link to the "Program \*" dropdown menu. The dropdown menu is currently set to "ECO-BA (Economics) (Academic)". To the right of this dropdown are two more dropdown menus: "Criterion" set to "3: Internal" and "Question" set to "Internal Demand". Below these dropdowns, there is a summary of the selected options: "Program: ECO-BA (Economics) (Academic) - 34023 - Economics", "Criterion: 3: Internal - Internal Demand for the Program", and "Question: Internal Demand - Explain the trends in the internal demand for your program using the data shown in the following tables: (View Instructions)".

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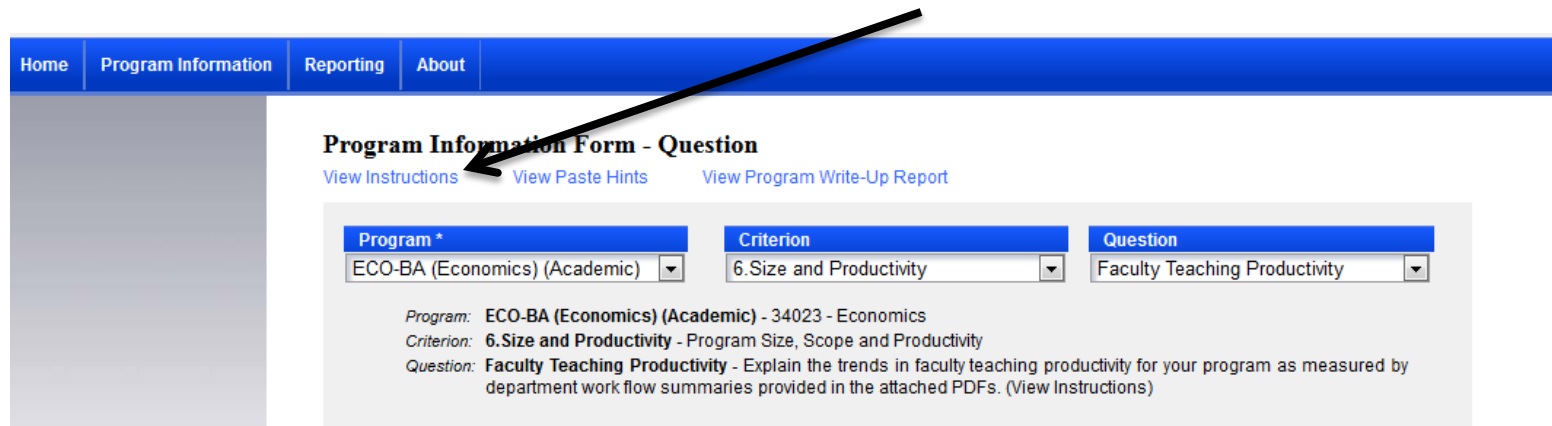
Clicking on the View Instructions will produce the box below. From here click on Student Credit Hours and, for your convenience, the PDF will download so you can open in a separate window. To hide the Instructions, simply click on Hide Instructions.



The screenshot shows a web interface with a blue navigation bar containing 'Home', 'Program Information', 'Reporting', and 'About'. Below the navigation bar is the title 'Program Information Form - Question' and three links: 'Hide Instructions', 'View Paste Hints', and 'View Program Write-Up Report'. An arrow points to the 'View Instructions' link. Below the links is a box containing 'Student Credit Hours' and 'Source: Lehman College Office of Institutional Research'. At the bottom, there are three dropdown menus: 'Program \*' (ECO-BA (Economics) (Academic)), 'Criterion' (3: Internal), and 'Question' (Internal Demand). Below these are three lines of text: 'Program: ECO-BA (Economics) (Academic) - 34023 - Economics', 'Criterion: 3: Internal - Internal Demand for the Program', and 'Question: Internal Demand - Explain the trends in the internal demand for your program using the data shown in the following tables: (View Instructions)'.

- **Where can I find the Program Size, Scope and Productivity work flow PDFs? (Academic Programs)**

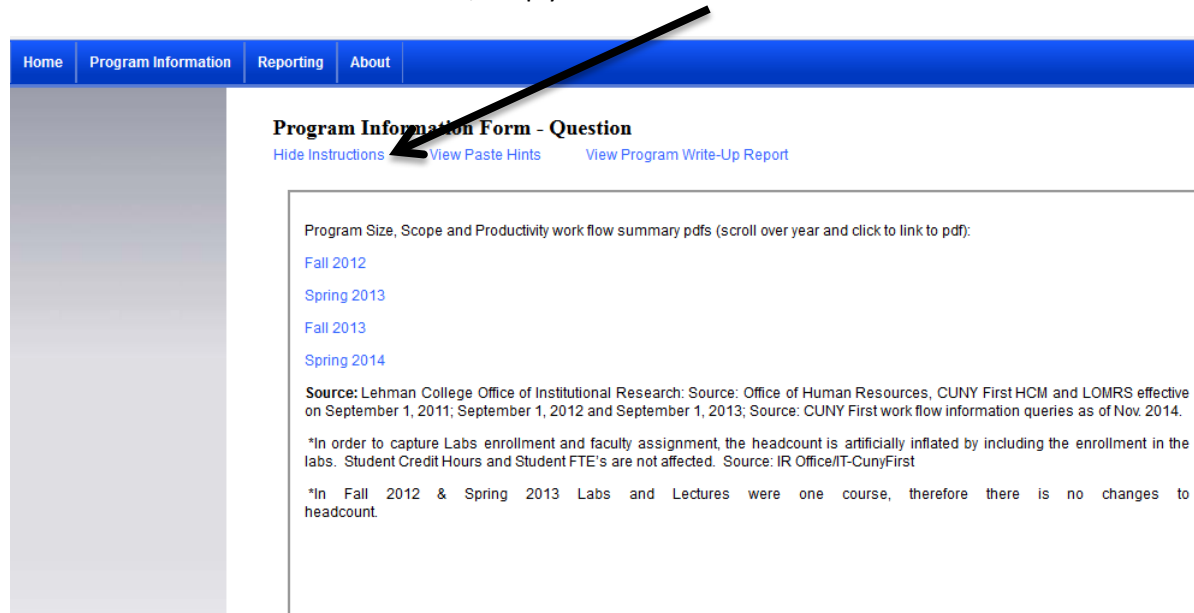
Links to the work flow summary PDFs are embedded in the View Instructions button, e.g., Criterion 6, Question 1:



The screenshot shows a web interface with a blue navigation bar containing 'Home', 'Program Information', 'Reporting', and 'About'. Below the navigation bar is the title 'Program Information Form - Question' and three links: 'View Instructions', 'View Paste Hints', and 'View Program Write-Up Report'. An arrow points to the 'View Instructions' link. Below the links are three dropdown menus: 'Program \*' (ECO-BA (Economics) (Academic)), 'Criterion' (6.Size and Productivity), and 'Question' (Faculty Teaching Productivity). Below these are three lines of text: 'Program: ECO-BA (Economics) (Academic) - 34023 - Economics', 'Criterion: 6.Size and Productivity - Program Size, Scope and Productivity', and 'Question: Faculty Teaching Productivity - Explain the trends in faculty teaching productivity for your program as measured by department work flow summaries provided in the attached PDFs. (View Instructions)'.

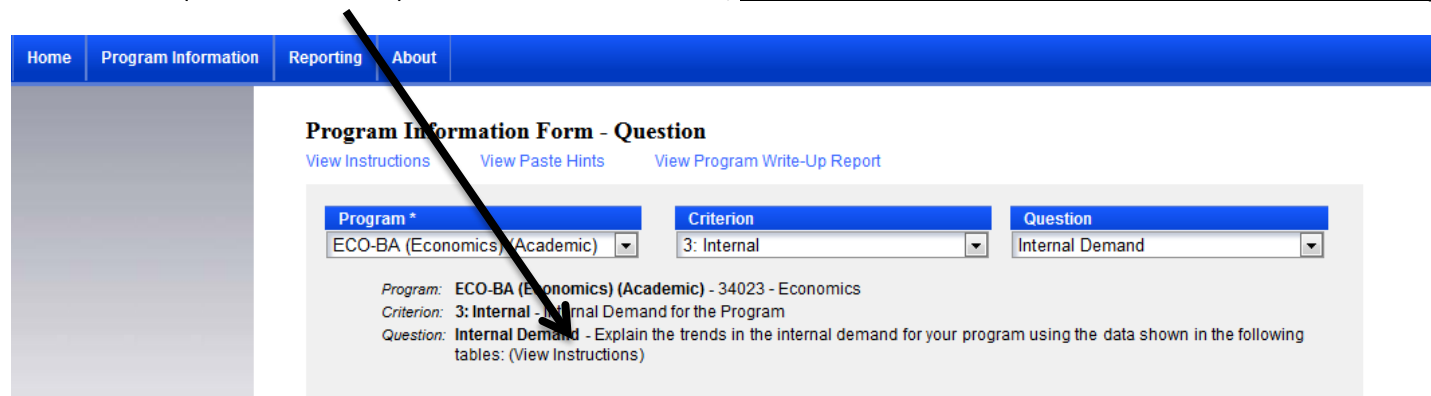
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Clicking on the View Instructions will produce the box below. From here click on the term you are interested in and, for your convenience, the PDF will open in a separate window. To hide the Instructions, simply click on Hide Instructions.



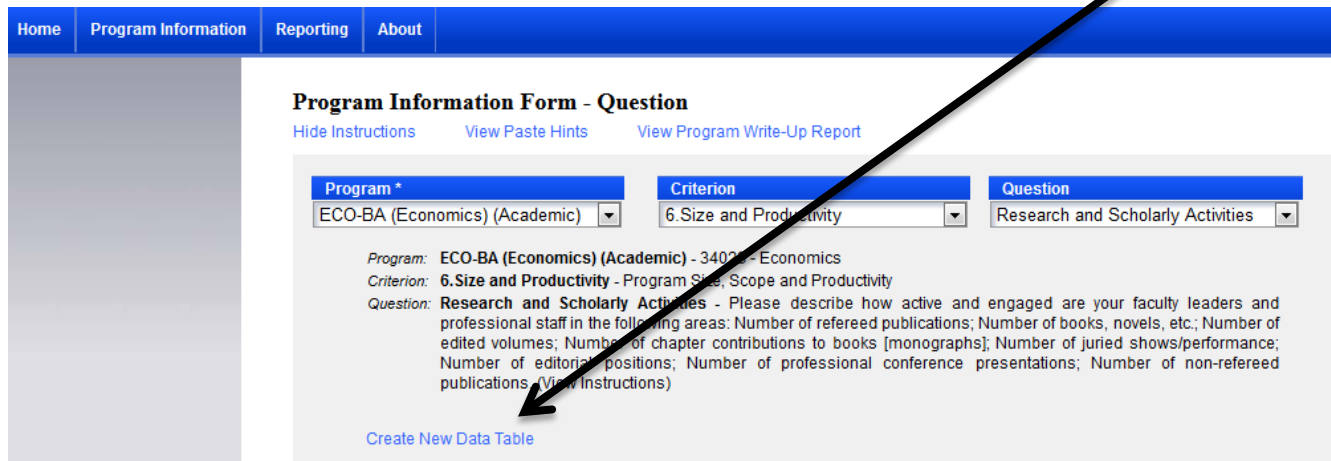
- **How will I know that a PDF is provided to help respond to the question?**

When a question includes (View Instructions) at the end of the sentence, this indicates that a link to a PDF and/or data sources are provided.



- **Can I attach documents or upload an attachment in to the PPLUS software?**

No. You cannot attach documents, but you can create data tables for each question by clicking on Create New Data Table:

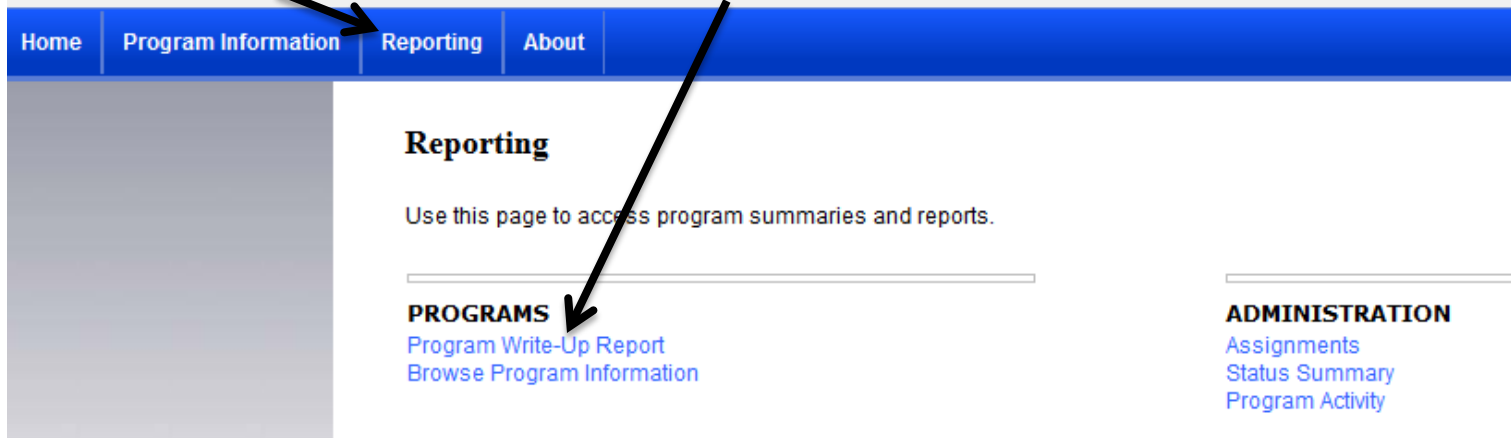


- **How do I submit my program's 4-year undergraduate curriculum degree map? (Academic Programs)**

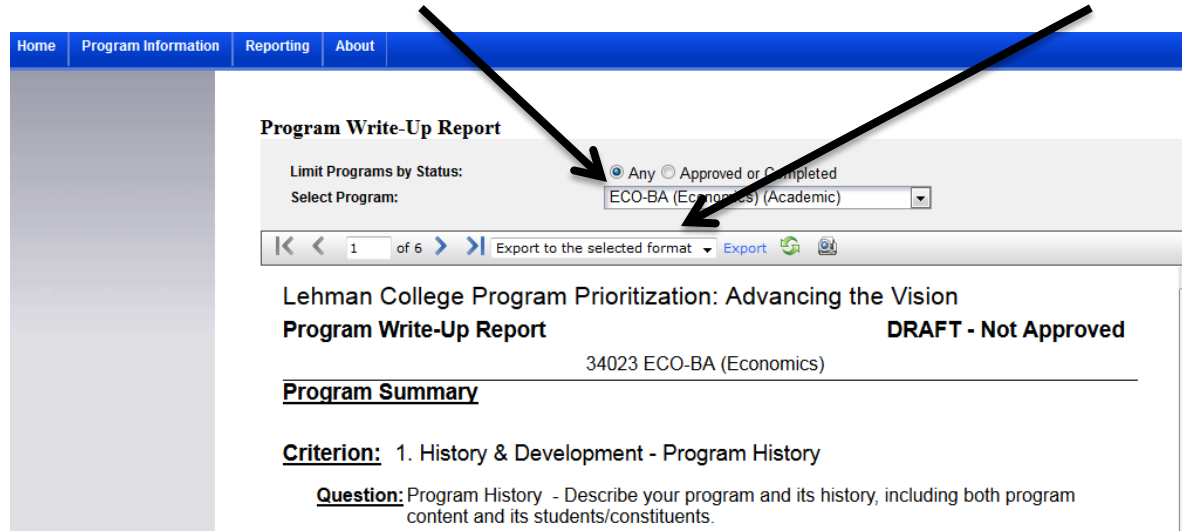
In the Academic Program Analysis form, Criterion 1, Question 4, please View Instructions and use the embedded [program.prioritization@lehman.cuny.edu](mailto:program.prioritization@lehman.cuny.edu) email address to submit your 4-year undergraduate curriculum degree map. **NOTE:** No other attachments will be accepted.

- **How do I share the program's data tables with co-authors that are not assigned as PPLUS users?**

You can share the program's data tables by exporting the program analysis form into rich text and saving it as an MS Word document. To do this, click on the **Reporting** tab and select Program Write-Up Report.

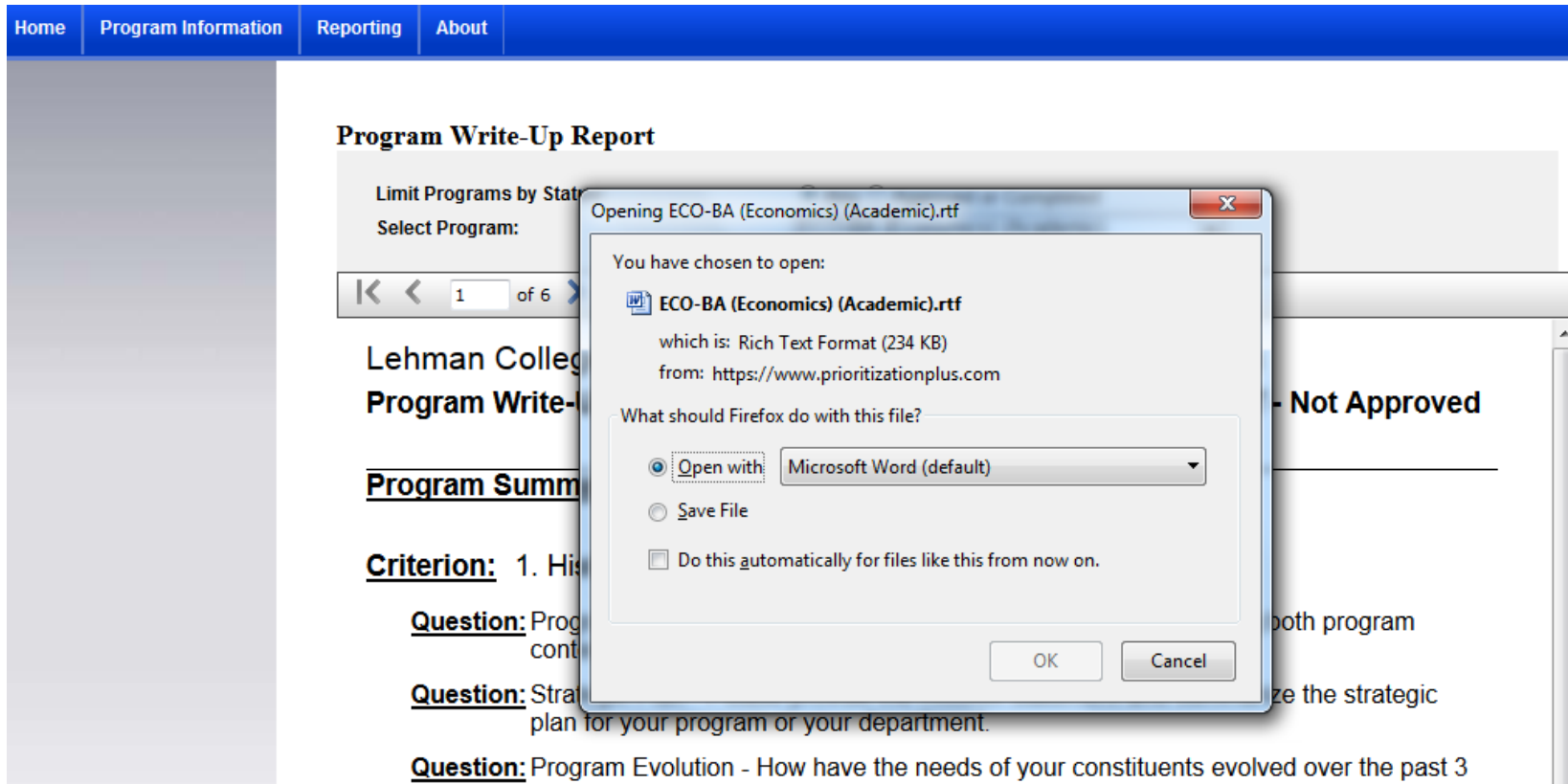


After you select Program Write-Up Report, select the Program from the drop down menu and then Export to the selected format.



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You will have several format options to choose from. If you want to export in MS Word, select Rich Text Format and the following window will prompt you to save the file as a Microsoft Word document, which can be saved to your computer and emailed to co-authors.



**NOTE:** Department chairs/directors are encouraged to develop a writing team(s) to complete the program analysis forms.

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- **Can I assign multiple users/coauthors in the PPLUS software system?**

Yes. Please email [program.prioritization@lehmn.cuny.edu](mailto:program.prioritization@lehmn.cuny.edu) to request the assignment of additional users to your program. This can help ensure a collaborative writing process. Although all users will have the same writing privileges, the department chair/administrative director is responsible for completion of the form and review from their dean/VP.

- **What is an external customer/constituent, e.g., Administrative Criterion 2, Question 1?**

External refers to any constituents/customers outside of Lehman College.

- **When does the program analysis form have to be submitted to the Task Force for review?**

The program analysis form is **due by 12:00 a.m. on 1/12/15**. Department chairs/directors are encouraged to receive feedback from their dean/VP between 11/12/14 and 1/12/15, to ensure that the program analysis form is officially submitted on 1/12/15. **NOTE:** Deans/VPs are responsible for officially submitting all program analysis forms by the 1/12/15 due date.

### **Revised Question**

Criterion 6, Question 3 was revised to reflect the data tables provided. The data tables provide information specific to the number of students who have completed your program and the total number of credit hours taken to graduate. The tables do not report time-to-degree.

The original question reads:

- Use the tables below to (a) describe the number of students/constituents who have completed your program and (b) the number of credit hours and years taken to graduate (time-to-graduation): (View Instructions)

The revised question reads:

- Use the tables below to (a) describe the number of students/constituents who have completed your program and (b) the total number of credit hours taken to graduate. (View Instructions)