



# FORTNIGHT

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A Communiqué focusing on topics related to Outcomes Assessment, Institutional Effectiveness, and Institutional Research produced jointly by the Office of the Associate Provost for Institutional Effectiveness and the Office of Institutional Research and Assessment (OIRA) at the College of Staten Island/The City University of New York

[www.library.csi.cuny.edu/assessment](http://www.library.csi.cuny.edu/assessment)

## WHAT IS FORTNIGHT?

A **fortnight** is a unit of time equivalent to 14 days. The term derives from the Old English *feorwertyne niht*, meaning “fourteen nights.” Inspired by the opportunities and challenges of Middle States Standard 14 and the desire to share information and best practices, **FORTNIGHT** is a communication vehicle which is distributed online to the campus community. Prior issues are available on the Office of the Associate Provost website, at [www.library.csi.cuny.edu/assessment](http://www.library.csi.cuny.edu/assessment).

## MISSION, VISION, AND VALUES STATEMENTS: ACTIVITY AT MANY LEVELS

Mission statements, among other assessment-related topics, are being discussed in many campus venues these days. The Institutional Planning Committee (IPC) is immersed in the process of engaging the campus community in revisiting the College’s mission and developing vision and values statements. Academic departments are crafting or revisiting their mission statements, then focusing on program goals and curriculum mapping. Many support and service offices are also involved in reviewing missions or composing a mission statement for the first time. It seems an opportune time to address these statements and their development.

A mission statement is generally brief in length, and conveys the current purpose of an organization: what it does now. Stakeholders, the organization’s major activities, and outcomes or results are presented in a mission statement. A vision statement is future-looking: what the organization might do in the future. Generally longer in length, a vision statement implies change, growth, and possibilities. Finally, a statement of values includes the principles, codes of conduct, and what an organization stands for in its actions.

We plan to return to these topics in future issues of **FORTNIGHT**. Resources that speak to statement development, which might be useful to our readers include:

[managementhelp.org/plan\\_dec/str\\_plan/stmnts.htm](http://managementhelp.org/plan_dec/str_plan/stmnts.htm)

[managementhelp.org/plan\\_dec/str\\_plan/str\\_plan.htm](http://managementhelp.org/plan_dec/str_plan/str_plan.htm)

*Managing the Non-Profit Organization: Practices and Principles*, Peter F. Drucker

*Strategic Planning for Non-Profit Organizations: A Practical Guide and Workbook*, Michael J. Allison and Jude Kaye

## PREPARING FOR THE MIDDLE STATES SELF-STUDY: STANDARD 2

### Standard 2: Planning, Resource Allocation, and Institutional Renewal

*An institution conducts ongoing planning and resource allocation based on its mission and goals, develops objectives to achieve them, and utilizes the results of its assessment activities for institutional renewal. Implementation and subsequent evaluation of the success of the strategic plan and resource allocation support the development and change necessary to improve and to maintain institutional quality.*

There are many elements within the College’s organizational structure and processes that address Standard 2. The Institutional Planning Committee (IPC) and the Budget Committee, for example, are committees of the College Council. The IPC is charged with making certain that College activities and programs are commensurate with the organization’s mission. The Budget Committee advises on budget expenditures and recommends reallocations as necessary.



# CLOSING THE LOOP: TEACHERS ON SABBATICAL PROGRAM INAUGURATES AN ORIENTATION FOR NEW STUDENTS

The Teachers on Sabbatical Program (TOS) is designed for professionals who have accumulated at least 7 years of service teaching in a public school. Already holding Master's Degrees, these non-degree graduate students attend CSI for either a semester or a full year to update their skills in courses on assessment, pedagogy, and technology. While many TOS students earned a baccalaureate or master's degree at CSI, and thus were already acquainted with the institution, we have learned that the demands of the program and recent significant changes at the College can make the campus an unfamiliar setting.

An expanded formal orientation on the first meeting day for the 2009-2010 entering students was implemented by program organizers in response to survey information and student feedback from the 2008-2009 TOS cohorts. The day included getting-acquainted exercises, a discussion of program expectations, and a luncheon featuring presentations similar in concept to those used for freshman and transfer students.

We wish to acknowledge the participation of Elaine Flynn from New Student Orientation; Doriann Pieve-Hyland and Benji Kuriakose, who provided computer access information; Florinda Mattia, TOS Program Liaison in the Office of Recruitment and Admissions; and Teachers on Sabbatical Faculty in attendance – Professors Peter Miller, Susan Imberman, and Roberta Klibaner. Special thanks go to Professor Ed Lehner for his organizational efforts. Initial student response was very positive – we plan to build upon this fall's orientation activities in future semesters.

## CAMPUS UPDATES

### Academic Department Assessment Committee Membership

*Media Culture Department* – The Departmental Assessment Committee announced that its membership will include Professors Cynthia Chris, Edward Miller (Chair), Jason Simon, Matthew Solomon, Cindy Wong, and Bilge Yesil.

*SASW Department* – The Departmental Assessment Committee has updated its membership to include Professors Roslyn Bologh (Co-Chair), Grace Cho (Co-Chair), Kate Crehan, and Rafael de la Dehesa.

### Academic Department and Committee Visits

Associate Provost Susan Holak, Coordinator of OIRA Warrick Bell, and OIRA Survey Coordinator Barbara Cohen have been meeting with departments to discuss assessment schematics, curriculum mapping, milestone activities, and/or accreditation. They visited recently with SASW (September 3), Business (September 8), and Chemistry (September 16). Susan Holak also made presentations about assessment and Middle States standards to the Undergraduate Curriculum Committee (September 4), the Graduate Studies Committee (September 14), and The Verrazano School Advisory Committee (September 16).

### Finance and Administration Directors' Meeting

Vice President Milton Santiago invited Susan Holak, Warrick Bell, and Barbara Cohen to his divisional directors' meeting on September 24. The meeting focused on Middle States standards, particularly Standards 2, 3, and 6, data collection in offices, and process innovations. Many of the offices represented at this meeting will be part of the College's re-established Institutional Effectiveness Committee scheduled to convene in October.

## FOR TIGHTLY NOTES

The newspaperman, narrator of H. G. Wells's *The War of the Worlds*, tells of finding an abandoned cottage with its pantry intact, and surviving for a **fortnight** on "two loaves of bread in a pan, an uncooked steak, and the half of a ham," along with "bottled beer ... two bags of haricot beans and some limp lettuces ... nearly a dozen of burgundy, tinned soups and salmon, and two tins of biscuits." Wells was born on 21 September, 1866.

Everyone is invited and encouraged to submit items related to departmental assessment projects, College institutional effectiveness activities, committee announcements, and best practices by **October 9, 2009**, for consideration to appear in the next communiqué.

