Documentation Roadmap

Documents, Processes, and Procedures

Evidence of Institutional Ability to Meet the Expectations of the Requirements of Affiliation and Standards for Accreditation of the Middle States Commission on Higher Education

Requirement of Affiliation	Compliance Process /Aligned with which Standard?	Documents, Processes, and Procedures
1. The institution is authorized or licensed to operate as a postsecondary educational institution and to award postsecondary degrees; it provides written documentation demonstrating both. Authorization or licensure is from an appropriate governmental organization or agency within the Middle States region (Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands), as well as by other agencies as required by each of the jurisdictions, regions, or countries in which the institution operates.	INFORMATION TO BE SUBMITTED THROUGH THE COMMISSION'S COMPLIANCE PROCESS	Document: New York State's inventory of registered programs (NYSED Inventory of Registered Programs NYCCT) demonstrates that the state has authorized the college to operate as a postsecondary educational institution.
2. The institution is operational, with students actively pursuing its degree programs.	INFORMATION TO BE SUBMITTED THROUGH THE COMMISSION'S COMPLIANCE PROCESS	National Center for Educational Statistics data provides information on admissions, enrollment, etc., which documents that the institution is operational.
3. For institutions pursuing Candidacy or Initial Accreditation, the institution will graduate at least one class before the evaluation team visit for initial accreditation takes place (Step 7 of the initial accreditation process), unless the institution can demonstrate to the satisfaction of the Commission that the lack of graduates does not compromise its ability to demonstrate appropriate learning outcomes.	INFORMATION TO BE SUBMITTED THROUGH THE COMMISSION'S COMPLIANCE PROCESS	Not applicable – seeking re-accreditation
4. The institution's representatives communicate with the Commission in English, both orally and in writing.	INFORMATION TO BE SUBMITTED THROUGH THE COMMISSION'S COMPLIANCE PROCESS	New York City College of Technology is on the MSCHE list of accredited programs.
5. The institution complies with all applicable government (usually Federal and state) policies, regulations, and requirements.	INFORMATION TO BE SUBMITTED THROUGH THE COMMISSION'S COMPLIANCE PROCESS	The college complies with all applicable federal and state policies, regulations and requirements, particularly with respect to student identity verification, protection of privacy, norification of charges, transfer of credit, Titler IV, records of student complaints and improvement plans, Access to required information, review of outcomes, accreditation, contract, and

		assignment of credit hours, through adherence to the following policies:
		CUNY IT Security Procedures
		New Hire Confidentiality Agreement
		FERPA Waiver Form
		Statement on FERPA (Catalog 2017-2018, p. 57-58)
		There are no fees associated with identity verification.
		The Assistant VP and Chief Information Officer is responsible for ensuring that policies are consistently applied (NYCCT Policy for Websupport1).
		Director of Computing Information Services and Director of Instructional Technology and the Technology Enhancement Center ITEC (City Tech Websupport1) publicize policies.
		The college advertises it transfer of credit policy and articulation agreements:
		Articulation Agreements
		Transfer of Credit Policies
		Direct Admit Transfer Application – fall 2016
		Transfer Credit Appeals Form

		The college satisfies its Title IV responsibilities. Default rates are within federal limits. There are no pending litigations, non-compliance issues, DOE limitations, fines, etc.
		  FY 2013: 7.0%
		  FY 2012: 8.4%
		  FY 2011: 14.1%
		(NCES City Tech Listing)

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		The college maintains Institutional Records of Student Complaints Discretionary Funds Appeal Form Procedures for complaints about faculty misconduct (Procedures for Handling Student Complaints about Faculty in Academic Settings) Student complaint procedure (Catalog 2016-2017, p 59-61) CUNY Students Bill of Rights Title IX Web Page Grade Appeal (Catalog 2016-2017, p. 30-31) The college provides required information for students and the public: Catalog 2017-2018 Student Handbook URLs and Website National Center for Educational Statistics data provides required information (see NCES City Tech Listing) The college meets contractual relationships requirements – Not applicable The college meets the federal and MSCHE assignment of credit hours requirements. The college uses the U.S. Department of Education definition of a "credit hour." The majority of courses offered each semester are scheduled on specific days and times employing standard recitation units (SRUs) which correspond to Carnegie Units, which are reviewed each semester. Online and

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		partially online courses follow the same academic standards for quality and other requirements as more traditional courses.
		Credit Hour Policy
		Catalog 2017-2018 with course descriptions (p.74- 296)
		Academic Calendar Web Page (Academic Calendar Fall 2017)
		Schedule of Classes
		Process for developing new courses (College Council Curriculum Committee)
		Certification of Online Professors
		Student Affairs Complaint Procedures (Student Complaint Procedure)
6. The institution complies with applicable Commission, interregional, and inter-institutional policies. These policies can be viewed on the Commission website, www.msche.org.	INFORMATION TO BE SUBMITTED THROUGH THE COMMISSION'S COMPLIANCE PROCESS	Not applicable – there are no other educational sites
7. The institution has a statement of mission and goals, approved by its governing body that defines its purpose within the context of higher education.	Standard I	Mission Statement_Fall 2017 Catalog Mission Statement History College Council Minutes 02-28-17 Strategic Planning Committee 2014-2019
8. The institution systematically evaluates its educational and other programs and makes public how well and in what ways it is accomplishing its purposes.	Standards III, IV, V, VI	Comprehensive Program Review Schedule Performance Management – CUNY PMP Target Report - NYCCT 2015-2016 2011-12 PMP_Report 2012-13 PMP_Report 2013-14 PMP_Report 2014-15 PMP_Report 2015-16_PMP_Report 2015-2016 Self-Assessment - NYCCT

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9. The institution's student learning programs and opportunities are characterized by rigor, coherence, and appropriate assessment of student achievement throughout the educational offerings, regardless of certificate or degree level or delivery and instructional modality.	Standards II, V	Catalog 2017-2018, p. 3 CUNY New Academic Program Handbook CUNY Academic Program Review Policy City Tech Academic Program Review Policy Comprehensive Program Review Schedule
10. Institutional planning integrates goals for academic and institutional effectiveness and improvement, student achievement of educational goals, student learning, and the results of academic and institutional assessments.	Standards I, III, IV, V, VI	Performance Management – CUNY 2011-12 PMP_Report 2012-13 PMP_Report 2013-14 PMP_Report 2014-15 PMP_Report 2015-16_PMP_Report CUNY Strategic Framework CUNY Academic Program Review Policy City Tech Academic Program Review Policy Comprehensive Program Review Schedule Strategic Plan 2014-19 CUNY Master Plan 2016-2020 Gen Ed proposal 2012 College Council Meeting Agenda 03-05-2013 College Council Meeting Minutes 03-05-2013 Administration & Finance Newsletters 2012-2017 OCIS Newsletter Spring 2017

		Executive Competencies Form
		Executive Performance Goals
		HEO Performance Evaluation Form
		CIS Goals Targets 16-17
11. The institution has documented financial resources, funding base, and plans for financial development, including those from any related entities (including without limitation systems, religious sponsorship, and corporate ownership) adequate to support its educational purposes and programs and to ensure financial stability. The institution demonstrates a record of responsible fiscal management, has a prepared budget for the current year, and undergoes an external financial audit on an annual basis.	Standard VI	CUNY-Operating-Budget-Overview
		CUNY-2017-2018-Budget-Request
		Budget & Finance – CUNY
		5-Year+Reso-A_Capital Requests_CityTech 2017
		Analysis of Available City Funding 5.20.16
		CUNY-Capital-Budget-FY-2017-18 through 21-22
		CUNY Capital Budget fy_16-17
		City Tech Governance Plan, Article V. D. 10
		CUNY Master Plan 2016-2020
		KPMG Basic Financial Statements June 2015
		Auxiliary Enterprise Board of NYCCT FY16
		AEB MINUTES JAN 28 2016
		AEB MINUTES MAY 19 2016
		AEB Bylaws NYCCT
		Auxiliary Enterprise Corp & Boards CUNY Guidelines
		City Tech Foundation Bylaws College Association Financial Statements
12. The institution fully discloses its legally constituted governance structure(s) including any related entities (including without limitation	Standard VII	City Tech Governance Plan
		Bylaws CUNY Board of Trustees

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systems, religious sponsorship, and corporate ownership). The institution's governing body is responsible for the quality and integrity of the institution and for ensuring that the institution's mission is being carried out.		CUNY Board of Trustees Handbook Minutes of Board of Trustees Meetings Podcasts of Board of Trustees Meetings College Council Standing Committees College Council Minutes City Tech Bylaws Organizational Chart Office of the President Organizational Chart Academic Affairs Organizational Chart Enrollment Management and Student Affairs Organizational Chart Administration & Finance Position Descriptions Instructional Staff Handbook
13. A majority of the institution's governing body's members have no employment, family, ownership, or other personal financial interest in the institution. The governing body adheres to a conflict of interest policy that assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. The institution's district/system or other chief executive of car shall not serve as the chair of the governing body.	Standard VII	Conflict of Interest Policy Public Officers Law 73 JCOPE Public Officers Law 74 Civil Service Law 107 Ethics Review Newsletter Vol 2 Issue 2 Legal & Compliance Training / http://www.citytech.cuny.edu/legal-compliance/training.aspx
14. The governing body/bodies are prepared to demonstrate in writing, as may be required, that the institution will make freely available to the Commission accurate, fair, and complete information on all aspects of the institution and its operations. The governing body/bodies ensure that the institution describes itself in identical	Verification of Compliance Report	See Verification of Compliance Report

terms to all of its accrediting and regulatory agencies, communicates any changes in accredited status, and agrees to disclose information (including levels of governing body compensation, if any) required by the Commission to carry out its accrediting responsibilities.		
15. The institution has a core of faculty (full-time or part-time) and/or other appropriate professionals with so client responsibility to the institution to assure the continuity and coherence of the institution's educational programs.	Standard III	College Council Standing Committees Catalog 2017-2018, p. 300 - 308 Gen Ed proposal 2012 College Council Meeting Agenda 03-05-2013 College Council Meeting Minutes 03-05-2013

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STANDARD I: Mission and Goals

The institution's mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution's stated goals are clearly linked to its mission and specify how the institution fulfills its mission.

Assemble the following, as appropriate.

☐ **Statements regarding institutional mission and goals**

☐ **Processes and procedures relevant to mission and goals**

In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled.

Click here to enter text.

This standard includes the following Criteria, which explicate the standard and specify particular characteristics or qualities that are incorporated in the standard. The Criteria are not a simple checklist. When an institution does not demonstrate evidence of a particular Criterion, it may demonstrate through alternative information that it meets the standard. This alternative information should be included in the expandable box above.

Complete the following table:

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Standard I Criteria	Documents, Processes, and Procedures
1. Clearly defined mission and goals that: a. are developed through appropriate collaborative participation by all who facilitate or are otherwise responsible for institutional development and improvement; b. address external as well as internal contexts and constituencies; c. are approved and supported by the governing body; d. guide faculty, administration, staff, and governing structures in making decisions related to planning, resource allocation, program and curriculum development, and the definition of institutional and educational outcomes; e. include support of scholarly inquiry and creative activity, at all levels and of the type appropriate to the institution; f. are publicized and widely known by the institution's internal stakeholders; g. are periodically evaluated.	Strategic Plan 2014-2019 MSCHE 2018 Website / https://www.citytech.cuny.edu/middle-states/ Charge Template for Working Groups a. Mission Statement_Fall 2017 Catalog Strategic Plan 2014-2019 Strategic Plan May 2009 Strategic Planning Committee 2014-2019 Mission Statement_Public Comment Mission Statement History Minutes SGA 5th General Meeting 11-03-16 College Council Minutes 02-28-17 Mission Statements of Individual Departments Performance Management – CUNY / http://www2.cuny.edu/about/administration/chancellor/office/performance-management 2011-2012 PMP_Report 2012-2013 PMP_Report 2013-2014 PMP_Report 2014-2015 PMP_Report 2015-2016_PMP_Report 2016-2017_PMP_Report CUNY Strategic Framework 2017 / http://www1.cuny.edu/sites/connected/ Curriculum Proposal Process _ College Council / https://openlab.citytech.cuny.edu/collegecouncil/proposal-process/ CUNY New Academic Program Handbook / http://www2.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/ Catalog 2017-2018 Hospitality Management Program Review Vision Care Program Review

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	CUNY Academic Program Review Policy / http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.06/pdf/#Navigation_Location
	City Tech Academic Program Review Policy
	Comprehensive Program Review Schedule
	b. Perkins Committee Minutes April 2017
	Catalog 2017-2018
	d. City Tech Faculty Survey Report 2016 / http://air.citytech.cuny.edu/city-tech-faculty-survey/city-tech-faculty-survey-report-2016
	CUNY New Academic Program Handbook / http://www2.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/
	ASAP – City Tech / http://www.citytech.cuny.edu/asap/
	CUNY Pathways / http://www2.cuny.edu/about/administration/offices/undergraduate-studies/pathways/about/
	Catalog 2017-2018
	City Tech AIR Home Page / http://air.citytech.cuny.edu/
	City Tech Professional Development Center Home Page / http://www.citytech.cuny.edu/pdc/
	PDC Data Snapshot Nov 2016
	Innovation Lab
	Infor Education Alliance Program
	Tech Jobs Academy
	Brooklyn Tech Triangle Internship Program
	A Living Laboratory / https://openlab.citytech.cuny.edu/livinglab/living-lab/
	Living Lab Learning Library / https://openlab.citytech.cuny.edu/l4/
	CUNY Service Corp @ City Tech / http://www.citytech.cuny.edu/servicecorps/
	Student Technology Fee Plan 2016-2017
	ELO Task Force Response

	ELO - Quantitative Results 110315
	ELO Survey response DRAFT 110315
	Interdisciplinary Studies Committee / https://openlab.citytech.cuny.edu/ids/
	City Tech Pathways ID Web Page / http://www.citytech.cuny.edu/pathways/interdisciplinary.aspx
	Table I.1 Mission and Goals Guide Decision Making
	e. TABLE I.2 Mission and goals support scholarly inquiry
	f. City Tech Mission Online / http://www.citytech.cuny.edu/about-us/mission.aspx
	Catalog 2017-2018
	Classified Staff Handbook
	Middle States Student Survey Fall 2016 Report
	City Tech Faculty Survey Report 2016 / http://air.citytech.cuny.edu/city-tech-faculty-survey/city-tech-faculty-survey-report-2016
2. Institutional goals are realistic, appropriate to higher education and consistent with mission.	Strategic Plan 2014-19
	TABLE I.3 Goals are appropriate to higher education and consistent with mission
	CUNY Master Plan 2016-2020 / http://www2.cuny.edu/about/university-resources/masterplan/
	STEM Education Initiatives / http://www.citytech.cuny.edu/news/articles/REL_DOEStem.pdf
	Opening Gateways / https://openlab.citytech.cuny.edu/openinggateways/
	2016-2017 Faculty Seminar / https://openlab.citytech.cuny.edu/year1-openinggatewaysfacultyseminar/about-opening-gateways/
	MSEIP Activities / https://openlab.citytech.cuny.edu/mseip/
	City Tech AIR Home Page / http://air.citytech.cuny.edu/
	Current Students / http://www.citytech.cuny.edu/current-student/

	Student Handbook / http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf
	First Year Programs / http://fyp.citytech.cuny.edu/
	Tutoring Schedule
	City Tech Professional Development Center Home Page / http://www.citytech.cuny.edu/pdc/
3. Institutional goals focus on student learning and related outcomes and on institutional improvement; are supported by administrative, educational, and student support programs and services; and are consistent with institutional mission.	Gen Ed proposal 2012 College Council Meeting Agenda 03-05-2013 College Council Meeting Minutes 03-05-2013
4. Periodic assessment of mission and goals to ensure that they are relevant and achievable.	PMP Target Report - NYCCT 2015-2016 Template Goals and Targets 2010-2011 Department Goals Template 05-15-2016 COMD GT_2016_2017 Chair Annual Activity Report 2014-2015- AFR COMD GT_2014_2015_Status_1 2013-2014 G&T Outcomes final Year-End Progress Report - NYCCT Executive Competencies Form Executive Performance Goals HEO Performance Evaluation Form

STANDARD II: Ethics and Integrity

Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

Assemble the following, as appropriate.

☐ **Recruitment and marketing materials (printed and electronic)**

☐ **Public disclosure information required by the Commission and government entities (printed and electronic)**

☐ **Institutional by-laws, guidelines, and policies.**

☐ **Handbooks (student, faculty, employee, etc.)**

☐ **Processes and procedures relevant to ethics and integrity**

In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled.

> Click here to enter text.

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Complete the following table:

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Standard II Criteria	Documents, Processes, and Procedures
1.Commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights.	CUNY Manual of General Policy - Policy 1.02 Academic Freedom
	CUNY Guide to Academic Freedom
	CUNY policies / http://www.citytech.cuny.edu/about-us/policies.aspx
	Proposed CUNY Policy on Freedom of Expression and Expressive Conduct
	CUNY Statement in Support of Policy on Freedom of Expression and Expressive Conduct / http://www1.cuny.edu/mu/vc_la/2016/06/13/statement-in-support-of-policy-on-freedom-of-expression-and-expressive-conduct/
	CUNY Statement on the Freedom of Student Expression / http://www2.cuny.edu/current-students/student-affairs/
	CUNY Intellectual Property Policy
	Academic Integrity Policy Manual - City Tech
	CUNY Policy Academic Integrity
	Academic Integrity Data
	HRPP Policies & Procedures / http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/#1460557504764-6bb03276-3738
	HRPP Annual Report 2016
	HRPP Letter to CAOs 2017
	CUNY Policy on Research Misconduct 2015
2.A climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives.	Campus Ethnic Diversity 2018 / https://www.usnews.com/best-colleges/rankings/regional-colleges-north/campus-ethnic-diversity
	Mission Statement_Fall 2017 Catalog
	CUNY Workplace Violence Prevention Training 2017
	Title IX Training / http://www.citytech.cuny.edu/title-ix/slide.aspx?ln=&fn=&4digits
	CUNY Policy Equal Opportunity and Non-Discrimination

	CUNY Policy Against Drugs and Alcohol
	Reaffirmation of Diversity and Equal Opportunity - 2017
	CUNY Policy on Sexual Misconduct
	CUNY Policy Campus and Workplace Violence Prevention
	CUNY Domestic Violence and the Workplace Policy
	Wellness Center On-Campus Services / http://www.citytech.cuny.edu/wellness-center/services.aspx
	Center for Student Accessibility / http://www.citytech.cuny.edu/accessibility/
	Veterans Support Services / http://www.citytech.cuny.edu/veterans/
	COPE Program / http://www.citytech.cuny.edu/cope/
	City Tech Affirmative Action Plan 2016-2017 (available in hard copy)
	Center for Student Accessibility / http://www.citytech.cuny.edu/accessibility/
	City Tech Noel-Levitz Student Satisfaction Inventory 2015
	City Tech Noel-Levitz Student Satisfaction Inventory 2013
3.A grievance policy that is documented and disseminated to address complaints or grievances raised by students, faculty, or staff. The institution's policies and procedures are fair and impartial, and assure that grievances are addressed promptly, appropriately, and equitably.	CUNY Policy Equal Opportunity and Non-Discrimination
	CUNY Policy on Sexual Misconduct Oct 2015
	Enough is Enough / https://www.ny.gov/programs/enough-enough-combating-sexual-assault-college-campuses
	Title IX Web Page / http://www.citytech.cuny.edu/compliance-diversity/title-ix.aspx
	CUNY Bylaws
	CUNY Students Bill of Rights
	CUNY Procedures Student Complaints Faculty Conduct
	CUNY Policy Campus and Workplace Violence Prevention
	CUNY Domestic Violence and the Workplace Policy
	CUNY Policy Against Drugs and Alcohol

	CUNY Policy on Reporting Alleged Misconduct
	CUNY Work-Life Program / http://www2.cuny.edu/about/administration/offices/hr/includes/worklife/
	Student Handbook / http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf
	Catalog 2017-2018
	CUNY-PSC Collective Bargaining Agreement 2007-2010
	CUNY PSC MOA 2010-2017
	TABLE II.1 Process for Resolving Student Grievances
	Catalog 2017-2018
	CUNY Transfer Policy
	Pathways Credit Transfers / http://www.citytech.cuny.edu/pathways/about-pathways.aspx
	Evaluate My Transfer Credit / http://www2.cuny.edu/about/administration/offices/registrar/resources/evaluate-my-transfer-credit/
	CUNY Policy Equal Opportunity and Non-Discrimination
	Procedures for Handling Student Complaints about Faculty in Academic Settings
	City Tech Facebook page / https://www.facebook.com/citytech/posts/10151601705507620
	Discretionary Funds Appeal Form / http://www.citytech.cuny.edu/nsc/docs/TAPAppeal_DiscretionaryFunds.pdf
	AIR Surveys / http://air.citytech.cuny.edu/survey-services/
	Middle States Student Survey Report, Fall 2016
	TABLE II.2 Grievance Processes Available to Faculty and Staff
	Title IX Web Page / http://www.citytech.cuny.edu/compliance-diversity/title-ix.aspx
	Instructional Staff Handbook
	OFSR Website / http://www.citytech.cuny.edu/ofsr/

	College Council Standing Committees / https://openlab.citytech.cuny.edu/collegecouncil/standingcommittees/
4.The avoidance of conflict of interest or the appearance of such conflict in all activities and among all constituents.	Conflict of Interest Policy Public Officers Law 73 JCOPE Public Officers Law 74 Civil Service Law 107 Ethics Review Newsletter Vol 2 Issue 2 Legal & Compliance Training / http://www.citytech.cuny.edu/legal-compliance/training.aspx
5.Fair and impartial practices in the hiring, evaluation, promotion, discipline and separation of employees.	IPEDS_HR_2016_City Tech City Tech Affirmative Action Plan 2016-2017 (available in hard copy) CUNY-PSC Collective Bargaining Agreement 2007-2010 CUNY PSC MOA 2010-2017 Instructional Staff Handbook City Tech Governance Plan PSC -CUNY collective bargaining Agreement Article 18 / http://www.psc-cuny.org/contract/article-18-professional-evaluation
6..Honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as in internal communications.	City Tech AIR Home Page / http://air.citytech.cuny.edu/ Performance Management – CUNY / http://www2.cuny.edu/about/administration/chancellor/office/performance-management City Tech News press releases / www.citytech.cuny.edu/news/ UAPC / http://www2.cuny.edu/admissions/apply-to-cuny/undergraduate-applicant/ Consumer Information / http://www.citytech.cuny.edu/consumer-info/ Public Safety - Crime Statistics / http://www.citytech.cuny.edu/public-safety/crime-statistics.aspx

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7. As appropriate to mission, services or programs in place:
 	
    a. to promote affordability and accessibility, and;
 	
    b. to enable students to understand funding sources and options, value received for cost, and methods to make informed decisions about incurring debt.
	The CUNY Value / https://www.cuny.edu/about/resources/value/thecunyvalue.html
	
	Financial Literacy
	
	College Fact Sheet / http://www.citytech.cuny.edu/about-us/docs/facts.pdf
	
	Financial Aid Instructional Videos / http://www.citytech.cuny.edu/financial-aid/videos.aspx
	
	Financial Aid Estimator / https://portal0.uapc.cuny.edu/uapc/public/fin_aid/financial_aid_estimator/FinAidEstimator.jsp
	
	Counseling Workshop Schedule / http://www.citytech.cuny.edu/counseling/docs/workshop.pdf
	
	Scholarships & Grants / http://www.citytech.cuny.edu/scholarships/scholarships.aspx
	
	NSF Research Spending
	
	Open Educational Resources / http://libguides.citytech.cuny.edu/OER
	
	OER Course Conversion List

8. Compliance with all applicable federal, state, and Commission reporting policies, regulations, and requirements to include reporting regarding:
 	
    a. The full disclosure of information on institution-wide;
 	
    b. assessments, graduation, retention, certification and licensure or licensing board pass rates;
 	
    c. The institution's compliance with the Commission's Requirements of Affiliation;
 	
    d. Substantive changes affecting institutional mission, goals, programs, operations, sites, and other material issues which must be disclosed in a timely and accurate fashion;
 	
    e. The institution's compliance with the Commission's policies.
	City Tech AIR Home Page / http://air.citytech.cuny.edu/
	
	Consumer Information / http://www.citytech.cuny.edu/consumer-info/

9. Periodic assessment of ethics and integrity as evidenced in institutional policies, processes,	Multiple Position Form

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practices, and the manner in which these are implemented.	

STANDARD III: Design and Delivery of the Student Learning Experience

An institution provides students with learning experiences that are characterized by rigor and coherence of all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.

Assemble the following, as appropriate:

☐ **Student catalogs, handbooks, course catalogs, and other information regarding the student learning experience.**

☐ **Program development and approval procedures.**

☐ **Faculty review procedures**

☐ **Processes and procedures relevant to the design and delivery of the student learning experience**

In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled

Click here to enter text.

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Complete the following table:

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Standard III Criteria	Documents, Processes, and Procedures
1.Certificate, undergraduate, graduate and/or professional programs leading to a degree or other recognized higher education credential, designed to foster a coherent student learning experience and to promote synthesis of learning.	CUNY STEM Enrollment by College 2015
	NSF Tabulations STEM Associate Degrees Awarded
	NSF Tabulations by Gender
	NSF Research Spending
	Open Educational Resources / http://libguides.citytech.cuny.edu/OER
	CUNY Student Data Book / http://www2.cuny.edu/about/administration/offices/oira/institutional/data/
	College Fact Sheet / http://www.citytech.cuny.edu/about-us/docs/facts.pdf
	Catalog 2017-2018
	Continuing Studies / http://www.citytechce.org/
	Degrees Awarded
	NYSED Standards for Program Approval and Registration / http://www.highered.nysed.gov/ocue/aipr/guidance/gpr6.html
	Carnegie Units / https://www.carnegiefoundation.org/blog/the-carnegie-unit-revisited/
	Curriculum Proposal Process _ College Council / https://openlab.citytech.cuny.edu/collegecouncil/proposal-process/
	CUNY New Academic Program Handbook / http://www2.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/
	Assessment Documentation Folder
	Current Proposals _ College Council / https://openlab.citytech.cuny.edu/collegecouncil/current-proposals/
	Past Proposals _ College Council / https://openlab.citytech.cuny.edu/collegecouncil/past-proposals/
	Figure III.1 and Table III.2 Employment and New Degrees
	Continuing Studies / http://www.citytechce.org/
	CSC Courses Certifications
2. Student learning experiences that are:	a. Instructional Staff Titles

a. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are rigorous and effective in teaching, assessment of student learning, scholarly inquiry, and service, as appropriate to the institution's mission, goals, and policies;	CUNY Degree Equivalences Faculty Scholarship Report 2016 Faculty Scholarship Report 2015 Faculty Scholarship Report 2014 Faculty Scholarship Report 2013 Faculty Scholarship Report 2012 Faculty Scholarship Report 2011
b. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are qualified for the positions they hold and the work they do;	c. Figure III.3 Class Sizes Fall 2016 English 1169 Analysis Arch Tech 1169 Analysis Chemistry 1169 Analysis
c. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are sufficient in number;	CST 1169 Analysis ENT 1169 Analysis Hospitality 1169 Analysis Law 1169 Analysis Nursing 1169 Analysis Physics 1169 Analysis
d. designed, delivered, and assessed by faculty(full-time or part-time) and /or other appropriate professionals who are provided with and utilize sufficient opportunities, resources, and support for professional growth and innovation;	d. FC_2016-2017 Goals and Targets with Outcomes Table III.4 Faculty Support Faculty Commons / http://facultycommons.citytech.cuny.edu/ Faculty Commons Report 2016-2017 Faculty Commons Report 2015-2016 Faculty Commons Report 2014-2105
e. designed, delivered, and assessed by faculty (full-time or part-time) and /or other appropriate professionals who are reviewed regularly and equitably based on written, disseminated, clear, and fair criteria, expectations, policies, and procedures.	Office of Sponsored Programs /https://facultycommons.citytech.cuny.edu/sponsored-programs/ AIR Surveys / http://air.citytech.cuny.edu/survey-services/ CUE / http://cue.citytech.cuny.edu/ Instructional Technology / http://websupport1.citytech.cuny.edu/index.html Faculty Resources List Ursula C. Schwerin Library Home / https://library.citytech.cuny.edu/

	CUNY High Performance Computing Center / https://cunyhpc.csi.cuny.edu/
	City Tech Center for Theoretical Physics Computing Cluster / http://ctp.citytech.cuny.edu/
	CUNY Academic Works / http://academicworks.cuny.edu/
	New Faculty Research Time / http://www.psc-cuny.org/members/junior-faculty
	Reassigned Time / http://www.psc-cuny.org/benefits/reassigned-time
	Fellowship Leave Application
	PDAC Travel Funds / https://facultycommons.citytech.cuny.edu/pdac/pdac-travel-funds/
	CUNY Academy Travel Grants Email
	PSC-CUNY Research Award Program / https://www.rfcuny.org/RFWEBSITE/research/content.aspx?catID=1190
	CUNY Office of Research / http://www2.cuny.edu/research/faculty-resources/
	GRTI Round 19 - NYCCT Summary Data Sheet
	City Tech OpenLab / https://openlab.citytech.cuny.edu/about/
	Open Educational Resources (OER) / http://libguides.citytech.cuny.edu/OER/
	OER City Tech Fellowship Overview / http://libguides.citytech.cuny.edu/c.php?g=292847&p=5238862
	Software Site Licenses / http://www2.cuny.edu/about/administration/offices/cis/technology-services/cuny-site-licenses/software-and-vendor-information/
	A Living Laboratory / https://openlab.citytech.cuny.edu/livinglab/living-lab/
	e. Student Evaluation of Teaching_sample
	Peer Classroom Observation Report
	Peer Classroom Observation Post Conference Memo
	SET Response Rates Spring 2012 - Spring 2017
	Guide Faculty Personnel Process

	PARSE Website / https://facultycommons.citytech.cuny.edu/parse/
	Guidelines Faculty Personnel Process
	Table III.5 COACHE Faculty Tenure Promotion
3. Academic programs of study that are clearly and accurately described in official publications of the institution in a way that students are able to understand and follow degree and program requirements and expected time to completion.	Catalog 2017-2018
	Rad Tech Clinical Education Handbook
	Nursing Student Handbook
	Vision Care Brochure
	DegreeWorks / http://www.citytech.cuny.edu/registrar/degreeworks.aspx
	New Student Orientation / http://www.citytech.cuny.edu/orientation/
	New Student Center Checklist
	TABLE IV.1 Selected Support programs
	Project Wayfinding / https://openlab.citytech.cuny.edu/groups/project-wayfinding/
4. Sufficient learning opportunities and resources to support both the institution's programs of study and students' academic progress.	Table III.6 Summary of student learning opportunities and resources
	Brooklyn Waterfront Research Center / http://brooklynwaterfront.org/
	Center for Theoretical Physics / https://sites.google.com/site/nyccttheoreticalphysics/home
	Mechatronics Technology Center / http://www.mtccitytech.org/
	Emerging Scholars Program / http://www.citytech.cuny.edu/research/
	CUNY Service Corp @ City Tech / http://www.citytech.cuny.edu/servicecorps/
	Service Corps Community Partners
	Ursula C. Schwerin Library Home / https://library.citytech.cuny.edu/

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5. At institutions that offer undergraduate education: A general education program, free standing or integrated into academic disciplines, that:	Pathways Required Common Core / http://www.citytech.cuny.edu/pathways/required-core.aspx
a. offers a sufficient scope to draw students into new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgments outside as well as within their academic field;	Pathways Flexible Common Core / http://www.citytech.cuny.edu/pathways/flexible-core.aspx
	CUNY Flexible Core Learning Outcomes
	Table III.7 Gen Ed Alignment between City Tech and Middle States
	GenEdge / https://openlab.citytech.cuny.edu/l4/genedge/
	GenEdge Brochure 2017-18
b. offers a curriculum designed so that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy. Consistent with mission, the general education program also includes the study of values, ethics, and diverse perspectives;	Course Coordnation Group Documents / https://openlab.citytech.cuny.edu/gened/working-groups/course-coordination/ccdocuments/
	College Gen Ed Web Site Prototype Page / https://sites.google.com/site/citytechgened/
	SoAS Repository/Program Curricular Map folder
	SoPS Repository/Program Curricular Map folder
	SoTD Repository/Program Curricular Map folder
	City Tech General Education Assessment Planning Meeting Sept 23 2016 AGENDA
c. In non-US institutions that do not include general education, provides evidence that students can demonstrate general education skills.	A Living Laboratory / https://openlab.citytech.cuny.edu/livinglab/living-lab/
	Undergraduate Research / https://openlab.citytech.cuny.edu/undergraduateresearch/
	READ flyer
	READ / https://openlab.citytech.cuny.edu/groups/reading-effectively-across-the-disciplines-biology/
	Writing Across the Curriculum / https://openlab.citytech.cuny.edu/writingacrossthecurriculum/
	Writing Intensive Requirements / http://www.citytech.cuny.edu/pathways/writing-intensive.aspx
	Quantitative Literacy / https://facultycommons.citytech.cuny.edu/event/teach-quantitative-literacy-city-tech/
	Open Educational Resources / http://libguides.citytech.cuny.edu/OER
	Place-Based Learning / https://facultycommons.citytech.cuny.edu/faculty-development

	Interdisciplinary Studies Committee / https://openlab.citytech.cuny.edu/ids/
	Interdisciplinary Courses / http://www.citytech.cuny.edu/pathways/interdisciplinary.aspx
6. In institutions that offer graduate and professional education, opportunities for the development of research, scholarship, and independent thinking, provided by faculty and/or other professionals with credentials appropriate to graduate-level curricula.	N/A
7. Adequate and appropriate institutional review and approval on any student learning opportunities designed, delivered, or assessed by third party providers.	n/a
8. Periodic assessment of the programs providing student learning opportunities.	Assessment Cycle / http://air.citytech.cuny.edu/wp-content/uploads/2017/04/Three-year-Assessment-Cycle.pdf
	SoAS_Repository/Critical Course Assessment Reports
	SoPS_Repository/Critical Course Assessment Reports
	SoTD_Repository/Critical Course Assessment Reports
	Gen Ed Assessment Activities/2016-2017/Inter-rater reliability/Materials/Integrative Learning/DEN 1100 folder
	AAC&U Value Sample Rubrics
	Gen Ed Assessment Timeline
	Gen Ed Course List Fall 2017 / http://air.citytech.cuny.edu/gened-data/
	Content Validity Worksheets / http://air.citytech.cuny.edu/content-validity-worksheets
	Gen Ed Assessment Briefs Website / http://air.citytech.cuny.edu/assessment/student-outcomes/
	Comprehensive Program Review Schedule
	Catalog 2017-2018
	Hospitality Management Program Review
	Vision Care Program Review
	CUNY Academic Program Review Policy / http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.06/pdf/#Navigation_Location
	City Tech Academic Program Review Policy

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STANDARD IV: Support of the Student Experience

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.

Assemble the following, as appropriate:

☐   **Reports from student support offices**

☐   **Student handbooks**

☐   **Analysis of enrollment management plan (admission, retention, and completion).**

☐   **Processes and procedures relevant to support of the student experience.**

In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled.

Click here to enter text.

This standard includes the following Criteria, which explicate the standard and specify particular characteristics or qualities that are incorporated in the standard. The Criteria are not a simple checklist. When an institution does not demonstrate evidence of a particular Criterion, it may demonstrate through alternative information that it meets the standard. This alternative information should be included in the expandable box above.

Complete the following table:

Standard IV Criteria	Documents, Processes, and Procedures
1. Clearly stated, ethical policies and processes to admit, retain, and facilitate the success of students whose interests, abilities, experiences, and goals provide a reasonable expectation for success and are compatible with institutional mission, including: a. accurate and comprehensive information regarding expenses, financial aid, scholarships, grants, loans, repayment,	Fall 2016 Enrollment Report / http://air.citytech.cuny.edu/fall-2016-report/ Degrees Awarded Fall 2016 IPEDS Ethnicity / http://air.citytech.cuny.edu/data-dashboard/enrollment-trends-fall Enrollment by Ethnicity

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and refunds;	Transfer Students by Ethnicity
	College Fact Sheet / http://www.citytech.cuny.edu/about-us/docs/facts.pdf
b. a process by which students who are not adequately prepared for the study at the level for which they have been admitted are identified ,placed, and supported in attaining appropriate educational goals;	2015-2016_PMP_Report
	Research Brief Graduation Trends 2009 to 2014
	City Tech College Mobility Ranking / http://www1.cuny.edu/mu/forum/2017/01/20/city-tech-ranks-top-five-nationwide-in-college-mobility-low-income-students-go-far-and-earn-more/
c. orientation, advisement, and counseling programs to enhance retention and guide students throughout their educational experience;	
	a. Catalog 2017-2018
	College Fact Sheet / http://www.citytech.cuny.edu/about-us/docs/facts.pdf
d. processes designed to enhance the successful achievement of students' educational goals including certificate and degree completion, transfer to other institutions, and post-completion placement.	Instructor Guide to Textbook Information
	Open Educational Resources (OER) / http://libguides.citytech.cuny.edu/OER/
	Enrollment and Student Affairs Strategic Project Management Plan 2016-2017
	Financial Aid - Information Guides / http://www.citytech.cuny.edu/financial-aid/information-guides.aspx
	b. Test Prep Resources / http://www2.cuny.edu/academics/testing/
	2015-2016_PMP_Report
	CUE Report 2015-2016
	Grade Distribution Reports / http://air.citytech.cuny.edu/grade-distribution/
	Fall 2016 Math Grade Distribution Report
	CEAFE Research Brief
	Tutoring Schedule
	New Placement Policies for Developmental Education at CUNY
	CUNY Start / http://www2.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/cuny-start/how-are-we-doing/
	c. 2015-2016_PMP_Report

	Fall 2016 Student Orientation Survey Report
	CUNY 2016 Student Experience Survey NYCCT Advising Results
	Middle States Student Survey Fall 2016 Report
	Academic Momentum Proposal
	Degree Map Sample
	College Fact Sheet / http://www.citytech.cuny.edu/about-us/docs/facts.pdf
	Articulation Agreements / http://www.citytech.cuny.edu/academics/articulations.aspx
	Pathways Credit Transfers / http://www.citytech.cuny.edu/pathways/about-pathways.aspx
	d. TABLE IV.1 SELECTED SUPPORT PROGRAMS
	ASAP - City Tech / http://www.citytech.cuny.edu/asap/
	Seek Assessment of Academic Services Utilization
	SEEK- Fall 2015 Status Report v1
	SEEK In Focus 09_20_2016_v3
	SEEK Comp Learning Outcomes Survey Kickoff Version v3
	SEEK Fall 2016 Measurement Timeline
	Center for Student Accessibility / http://www.citytech.cuny.edu/accessibility/
	CLIP / http://www2.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/cuny-language-immersion-program-clip
	CLIP OnePageSiteReports
	CLIP Matriculation_scores_by_site
	CLIP Student Demographic Profile
	CLIP College Graduation
	CLIP Fall_Matriculation_Memo
	College Now FY16 Final Report
	CSTEP 2016-2017 Assessment and 2017-2018 Goals and Targets
	CUNY EDGE / http://www1.cuny.edu/sites/cunyedge/
	COPE Final Report FY 2013-2014

	First Year Programs / http://fyp.citytech.cuny.edu/
	FYP Data 2016-17 APPENDIX
	Veterans Support Services / http://www.citytech.cuny.edu/veterans/
	Veterans Support Services Additional Information
	Degrees Awarded
	2016 Exit Survey Further Study Plans
	2016 Exit Survey Employment Related
2. Policies and procedures regarding evaluation and acceptance of transfer credits, and credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches.	Transfer In Trends
	Articulation Agreements / http://www.citytech.cuny.edu/academics/articulations.aspx
	CUNY Pathways / http://www2.cuny.edu/about/administration/offices/undergraduate-studies/pathways/about/
	Pathways Credit Transfers / http://www.citytech.cuny.edu/pathways/about-pathways.aspx
	CUNY Chancellors University Report Guidelines
	DegreeWorks / http://www.citytech.cuny.edu/registrar/degreeworks.aspx
	CSTEP Outcomes and Goals 2016-2018
	Veterans Support Services Additional Information
3. Policies and procedures for the safe and secure maintenance and appropriate release of student information and records.	CUNY Information Security Policies & Procedures / http://www2.cuny.edu/about/administration/offices/cis/information-security/security-policies-procedures/
	City Tech FERPA Policies / http://www.citytech.cuny.edu/legal-compliance/ferpa.aspx
	CUNY IT Security Procedures / http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/information-security/security-policies-procedures/IT-Security-Procedures-6-25-2014.pdf
4. If offered, athletic, student life, and other extracurricular activities that are regulated by the same academic, fiscal, and administrative principles and procedures that govern all other programs.	SLD General Brochure
	Student Life Mission
	Student Life Brochure
	Student Life Document
	Club Information Brochure

	Student Organization Manual
	Peer Involvement Advisor Guide
	Fiscal Accountability Handbook
	Student Government Election Guidelines
	Student Government Special Election Handbook
5. If applicable, adequate and appropriate institutional review and approval of student support services, designed, delivered, or assessed by third-party providers.	n/a
6. Periodic assessment of the effectiveness of programs supporting the student experience.	2011-2012 PMP_Report
	2012-2013 PMP_Report
	2013-2014 PMP_Report
	2014-2015 PMP_Report
	2015-2016_PMP_Report
	2016-2017_PMP_Report
	Implementation Schedule for Accutrack
	Student Orientation Survey
	CUE Report 2015-2016
	Evaluation of Individual Counseling Services
	Workshop Evaluation Fall 2015
	All Evaluations 2015
	AIR Surveys / http://air.citytech.cuny.edu/survey-services/

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STANDARD V: Educational Effectiveness Assessment

Assessment of student learning demonstrates that the institution's students have accomplished educational goals consistent with their programs of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education.

Assemble the following, as appropriate:

☐ **Documentation of an implemented, systematic, and sustained process to assess student learning at all levels and utilization of results**

☐ **Processes and procedures relevant to educational effectiveness assessment**

In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled.

<div style="border:1px solid #000; height:60px;"></div>

This standard includes the following Criteria, which explicate the standard and specify particular characteristics or qualities that are incorporated in the standard. The Criteria are not a simple checklist. When an institution does not demonstrate evidence of a particular Criterion, it may demonstrate through alternative information that it meets the standard. This alternative information should be included in the expandable box above.

Complete the following table:

Standard V Criteria	Documents, Processes, and Procedures
1. Clearly stated student learning outcomes, at the institution and degree/program levels, which are interrelated with one another, with relevant educational experiences, and with the institution's mission.	General Education Learning Goals / https://facultycommons.citytech.cuny.edu/gen-ed/ Alignment of Gen Ed Outcomes to Pathways Catalog 2017-2018 Assessment Documentation Folder

2. Organized and systematic assessments, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals. Institutions should:
 	
  a. define meaningful curricular goals with defensible standards for evaluating whether students are achieving those goals;
 	
  b. articulate how they prepare students in a manner consistent with their missions for successful careers, meaningful lives, and, where appropriate, further education. They should collect and provide data on the extent to which they are meeting these goals; and,
 	
  c. support and sustain assessment of student achievement and communicate the results of this assessment to stakeholders.
	a. Accounting AAS Overview / http://www.citytech.cuny.edu/business/accounting-aas.aspx
	
	Catalog 2017-2018
	
	Assessment Documentation Folder
	
	b. General Education Learning Goals / https://facultycommons.citytech.cuny.edu/gen-ed/
	
	Gen Ed Assessment Workbook
	
	City Tech Assessment Strategic Plan 2015_2018
	
	Gen Ed Assessment Timeline 2016-2022
	
	Gen Ed Assessment Briefs Folder
	
	Gen Ed Assessment Briefs Website / http://air.citytech.cuny.edu/assessment/student-outcomes/
	
	Table V.1 Faculty and Student Participation in Information Literacy Intervention Efforts
	
	Figure V.2 Reading: Percentage of Students who Met or Exceeded Faculty Criteria
	
	2016 Alumni Survey Report
	
	Exit Survey Report_Spring 2017
	
	Table V.3 Number of Students Assessed for General Education at City Tech from 2013 to 2016
	
	Gen Ed Participation Summary 2013 to 2016
	
	c. City Tech AIR Home Page / http://air.citytech.cuny.edu/
	
	Assessment Liaison Roster 2009 to present
	
	Assessment Dates 2016 to 2018
	
	Survey Highlights SGA April 2017
	
	SLD General Brochure
	
	Gen Ed Assessment Activities

| 3. Consideration and use of assessment results for the improvement of educational effectiveness. Consistent with the institution's mission, such uses include some combination of the following:

   a. assisting students in improving their learning;

   b. improving pedagogy and curriculum;

   c. reviewing and revising academic programs and support services;

   d. planning, conducting, and supporting a range of professional development activities;

   e. planning and budgeting for the provision of academic programs and services;

   f. informing appropriate constituents about the institution and its programs;

   g. improving key indicators of student success, such as retention, graduation, transfer, and placement rates; and,

   h. implementing other processes and procedures designed to improve educational programs and services. | a. Cumming and Miller 2017 / https://sty.presswarehouse.com/Books/BookDetail.aspx?productID=463349

But et al 2017

CUNY Elementary Algebra Research Brief

b. NSF Research Spending

Title V Living Lab Reports folder

MESEIP 2016 Interim Report

MSEIP Annual Report Jan 31 2017

Table V.4 2016 Full-Scale General Education Assessment Results

Figure V.5 Ethical Reasoning Percentage of Students who Met or Exceeded Faculty Criteria

Brown, Cumming & Pasley, 2017

c. Program Improvement Summary

d. Faculty Commons Pedagogy and Practice / https://facultycommons.citytech.cuny.edu/faculty-development/pedagogy-and-practice/

2013 Faculty Survey Results / http://air.citytech.cuny.edu/city-tech-faculty-survey/faculty-survey-2013/

2016 Faculty Survey Results / http://air.citytech.cuny.edu/city-tech-faculty-survey/city-tech-faculty-survey-report-2016

e. Student Technology Fee Plan 2016-2017

Student Technology Fee Plan 2017-2018

CUNY Tech Fee Policy

2011-2012 PMP_Report

2012-2013 PMP_Report

2013-2014 PMP_Report

2014-2015 PMP_Report

2015-2016_PMP_Report

2016-2017_PMP_Report |

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	f. City Tech AIR Home Page / http://air.citytech.cuny.edu/
	g. Six-year Graduation Rates Trends / http://air.citytech.cuny.edu/data-dashboard/six-year-graduation-rates
	CUE Report 2015-2016
	Cumming and Miller, 2017 / https://sty.presswarehouse.com/Books/BookDetail.aspx?productID=463349
	But et al 2017
	ASAP – City Tech / http://www.citytech.cuny.edu/asap/
	h. PLTL Documentation
	CT Grade Distribution Report Spring 2012
	CT Grade Distribution Report Fall 2014
4. If applicable, adequate and appropriate institutional review and approval of assessment services designed, delivered, or assessed by third party providers.	Not applicable.
5. Periodic evaluation of the assessment processes utilized by the institution for the improvement of educational effectiveness.	2013 Faculty Survey Results / http://air.citytech.cuny.edu/city-tech-faculty-survey/faculty-survey-2013/
	2016 Faculty Survey Results / http://air.citytech.cuny.edu/city-tech-faculty-survey/city-tech-faculty-survey-report-2016
	City Tech AIR Assessment / air.citytech.cuny.edu/assessment/
	Assessing Assessment 01
	Assessing Assessment 02
	Assessing Assessment 03
	City Tech Internal Evaluation of Assessment 2015_16
	NILOA Assessment System Evaluation feedback
	Cumming and Miller, 2017 / https://sty.presswarehouse.com/Books/BookDetail.aspx?productID=463349
	Critical Course Assessment Workshop Agenda-May 2014
	Internal Evaluation of Assessment

	Six-year Graduation Rates Trends / http://air.citytech.cuny.edu/data-dashboard/six-year-graduation-rates
	Graduation Trends at NYCCT
	PayScale Press Release / http://www.citytech.cuny.edu/news/articles/REL_Payscale.pdf
	America's Great Working-Class Colleges NYT / https://www.nytimes.com/2017/01/18/opinion/sunday/americas-great-working-class-colleges.html

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STANDARD VI: Planning, Resources, and Institutional Improvement

The institution's planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.

Assemble the following, as appropriate:

☐ **The institution's two most recent externally-audited financial statements, including management letters**

☐ **Financial projections for the next two years.**

☐ **Documentation of an implemented, systematic, and sustained institutional assessment process linking planning, assessment and resource allocation decisions.**

☐ **Institutional strategic planning documents**.

☐ **Processes and procures relevant to planning, resources and institutional improvement**

In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled.

Click here to enter text.

This standard includes the following Criteria, which explicate the standard and specify particular characteristics or qualities that are incorporated in the standard. The Criteria are not a simple checklist. When an institution does not demonstrate evidence of a particular Criterion, it may demonstrate through alternative information that it meets the standard. This alternative information should be included in the expandable box above.

Complete the following table:

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Standard VI Criteria	Documents, Processes, and Procedures
1. Institutional objectives, both institution-wide and for individual units, that are clearly stated, assessed appropriately, linked to mission and goal achievement, reflect conclusions drawn from assessment results, and are used for planning and resource allocation.	PMP Target Report - NYCCT 2015-2016 Year-End Progress Report - NYCCT 2014-2015 College Focus Goals Report AIR Performance Management – CUNY / http://www2.cuny.edu/about/administration/chancellor/office/performance-management AIR Performance Management page / http://air.citytech.cuny.edu/assessment/pmp 2011-2012 PMP_Report 2012-2013 PMP_Report 2013-2014 PMP_Report 2014-2015 PMP_Report 2015-2016_PMP_Report 2016-2017_PMP_Report
2. Clearly documented and communicated planning and improvement processes that provide for constituent participation and incorporate the use of assessment results.	2018-2019 Enrollment Projection FY2018_2020 Financial Projection COACHE Provosts Report 2015
3. A financial planning and budgeting process that is aligned with the institution's mission and goals, evidence-based, and clearly linked to the institution's and units' strategic plans/objectives.	CUNY-Operating-Budget-Overview CUNY-2017-2018-Budget-Request Budget & Finance – CUNY / http://www2.cuny.edu/about/administration/offices/budget-and-finance/ Financial Report Summary 2012-2015 Financial Report Summary 2015-2016 5-Year+Reso-A_Capital Requests_CityTech 2017 Analysis of Available City Funding 5.20.16 CUNY Capital Budget FY 2017-2018 through 2021-2022 Grant Year-End Summary 2016 OSP Annual Statistics / https://facultycommons.citytech.cuny.edu/sponsored-programs/osp-annual-statistics/ CUNY Master Plan 2016-2020 Student Technology Fee Plan 2016-2017 Student Technology Fee Plan 2017-2018 CUNY Tech Fee Policy

	Financial Report Summary 2012-15
	Financial Report Summary 15-16
	FY 2018 4-year FINANCIAL PLAN
	2015-2016 Self-Assessment - NYCCT
4. Fiscal and human resources as well as the physical and technical infrastructure are adequate to support the institution's operations wherever and however programs are delivered.	2015-2016 Self-Assessment - NYCCT
	Search Process Flowchart
	Roles and Responsibilities in the Search Process
	Changes to Hiring Process
	2015-2016_PMP_Report
	CUNY Campus Statistics 2016
	City Tech Map
	5-Year+Reso-A_Capital Requests_CityTech 2017
	Status of Major Projects NYCCT January 2016
	Administration & Finance Newsletters 2012-2017
	5-Year+Reso-A_Capital Requests_CityTech 2016
	G600 and G608 Student Survey Spring 2017
	V217 Student Survey Spring 2017
	OCIS Newsletter Spring 2017
	Strategic Technology Initiatives Spreadsheet
5. Clear assignment of responsibility and accountability.	Bylaws CUNY Board of Trustees
	CUNY Board of Trustees Handbook / http://www2.cuny.edu/about/trustees/handbook/
	Minutes of Board of Trustees Meetings / http://www2.cuny.edu/about/trustees/meetings-of-the-board/
	BOT Manual of General Policy_5.05
	Organizational Chart NYCCT
	Organizational Chart Office of the President
	Organizational Chart Academic Affairs
	Organizational Chart Enrollment Management and Student Affairs
	Organizational Chart Administration & Finance
	City Tech Governance Plan
	College Council Curriculum Committee / https://openlab.citytech.cuny.edu/collegecouncil/curriculum-proposals/

6. Comprehensive planning for facilities, infrastructure, and technology that includes consideration of sustainability and deferred maintenance and is linked to the institution's strategic and financial planning processes.	CUNY Master Plan 2016-2020
	5-Year+Reso-A_Capital Requests CityTech 2007
	CUNY Capital Budget FY 2017-2018 through 2021-2022
	FY 2018 4-year FINANCIAL PLAN
	Administration & Finance Newsletters 2012-2017
	Status of Major Projects NYCCT January 2016
	NYC Funding
	CIS Goals Targets 16-17
	CUNY Information Security Policies & Procedures / http://www2.cuny.edu/about/administration/offices/cis/information-security/security-policies-procedures/
	Emergency Response Plan
	Emergency Response Guide
	Public Safety / http://www.citytech.cuny.edu/public-safety/forms.aspx
	Active Shooter / http://www.citytech.cuny.edu/public-safety/emergency.aspx
	CUNY Policy Campus and Workplace Violence Prevention
	Fire Safety Director Maintenance Schedule
7. An annual independent audit confirming financial viability with evidence of follow-up on any concerns cited in the audit's accompanying management letter.	KPMG Basic Financial Statements June 2015
	Auxiliary Enterprise Board of NYCCT FY16
	AEB MINUTES JAN 28 2016
	AEB MINUTES MAY 19 2016
	AEB Bylaws NYCCT
	Auxiliary Enterprise Corp & Boards CUNY Guidelines
	City Tech Foundation Bylaws
	College Association Financial Statements
8. Strategies to measure and assess the adequacy and efficient utilization of institutional resources required to support the institution's mission and goals.	AIR Surveys / http://air.citytech.cuny.edu/survey-services/
9. Periodic assessment of the effectiveness of planning, resource allocation, institutional renewal processes, and availability of resources.	Performance Goals and Targets 2015-16
	Performance Goals and Targets 2015-16 for CUNY Executives
	CIS Goals Targets 16-17
	PMP Target Report - NYCCT 2015-2016
	Year-End Progress Report - NYCCT

STANDARD VII: Governance, Leadership, and Administration

The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituencies it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purposed, and it operates as an academic institution with appropriate autonomy.

Assemble the following, as appropriate:

☐ **By-laws and other institutional documents identifying the group legally responsible for the institution and its role in governance.**

☐ **Conflict of interest policies and other ethics policies of the Board.**

☐ **A list of current governing board members (name, affiliation, and occupation; members who are remunerated by the institution through salaries, wages or fees; members who are creditors of the institution, guarantors of institutional debt, or active members of businesses of which the institution is a customer).**

☐ **Organizational chart for the institution (names and titles of the individuals in each position)**

☐ **Succession planning for board members and senior leadership**

☐ **Processes and procedures relevant to governance, leadership, and administration**

☐ **In the section below, list any other documentation demonstrating the institution's ability to meet the expectations of this standard that the institution has assembled.**

Click here to enter text.

This standard includes the following Criteria, which explicate the standard and specify particular characteristics or qualities that are incorporated in the standard. The Criteria are not a simple checklist. When an institution does not demonstrate evidence of a particular Criterion, it may demonstrate through alternative information that it meets the standard. This alternative information should be included in the expandable box above.

Complete the following table:

44

Standard VII Criteria	Documents, Processes, and Procedures
1. A clearly articulated and transparent governance structure that outlines its roles, responsibilities and accountability for decision making by each constituency, including governing body, administration, faculty, staff, and students.	City Tech Governance Plan CUNY University Faculty Senate / http://www1.cuny.edu/sites/cunyufs/ CUNY University Student Senate / http://www.usscuny.org/copy-of-about-us Bylaws CUNY Board of Trustees CUNY Board of Trustees Handbook / http://www2.cuny.edu/about/trustees/handbook/ Minutes of Board of Trustees Meetings / http://www2.cuny.edu/about/trustees/meetings-of-the-board/ Podcasts of Board of Trustees Meetings / http://www1.cuny.edu/mu/podcasts/category/board-of-trustees-meetings-public-hearings/ CUNY Bylaws College Council Standing Committees / https://openlab.citytech.cuny.edu/collegecouncil/standing committees/ College Council Minutes / https://openlab.citytech.cuny.edu/collegecouncil/minutes/ City Tech Bylaws Personnel Budget Committee Memo SGA Constitution
2. A legally constituted governing body that: a. serves the public interest, ensures that the institution clearly states and fulfills its mission and goals, has fiduciary responsibility for the institution, and is ultimately accountable for the academic quality, planning, and fiscal well-being of the institution; b. has sufficient independence and expertise to ensure the integrity of the institution. Members must have primary responsibility to the accredited institution and not allow political, financial, or other influences to interfere with their governing responsibilities;	a. Instructional Staff Handbook b. Conflict of Interest Policy Public Officers Law 73 JCOPE Public Officers Law 74 Multiple Position Policy Multiple Position Form c. City Tech Governance Plan Table VII.1 Personnel Budget Committee Memo

c. ensures that neither the governing body nor individual members interferes in the day-to-day operations of the institution;	d. City Tech Governance Plan Past Proposals _ College Council / https://openlab.citytech.cuny.edu/collegecouncil/past-proposals/ City Tech New Course Submission Form CUNY New Academic Program Handbook / http://www2.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/ College Council Agenda March 22 2016 College Council Minutes March 22 2016 City Tech Bylaws CUNY Bylaws Student Evaluation of Teaching_sample
d. oversees at the policy level the quality of teaching and learning, the approval of degree programs and the awarding of degrees, the establishment of personnel policies and procedures, the approval of policies and by laws, and the assurance of strong fiscal management;	
e. plays a basic policy-making role in financial affairs to ensure integrity and strong financial management. This may include a timely review of audited financial statements and/or other documents related to the fiscal viability of the institution;	e. City Tech Governance Plan City Tech Foundation / http://www.citytech.cuny.edu/foundation/
f. Appoints and regularly evaluates the performance of the Chief Executive Officer;	f. Presidential Search Guidelines Chancellor and President Review Policy Executive Competencies Form
g. is informed in all its operations by principles of good practice in board governance;	
h. establishes and complies with a written conflict of interest policy designed to ensure that impartiality of the governing body by addressing matters such as payment for services, contractual relationships, employment, and family, financial or other interests that could pose or be perceived as conflicts of interest; and,	h. Conflict of Interest Policy NYS Joint Commission on Public Ethics / http://www.jcope.ny.gov/
i. supports the Chief Executive Officer in maintaining the autonomy of the institution.	i. City Tech Governance Plan City Tech Bylaws CUNY Bylaws Bylaws CUNY Board of Trustees Minutes of Board of Trustees Meetings / http://www2.cuny.edu/about/trustees/meetings-of-the-board
3. A Chief Executive Officer who: a. is appointed by, evaluated by, and reports to the governing body and shall not chair the	a. Presidential Search Guidelines CUNY Bylaws

governing body; b. has appropriate credentials and professional experience consistent with the mission of the organization; c. has the authority and autonomy required to fulfill the responsibilities of the position, including developing and implementing institutional plans, staffing the organization, identifying and allocating resources, and directing the institution toward attaining the goals and objectives set forth in its mission; d. has the assistance of qualified administrators, sufficient in number, to enable the Chief Executive Officer to discharge his/her duties effectively; and is responsible for establishing procedures for assessing the organization's efficiency and effectiveness.	b. President Hotzler Bio / http://www.citytech.cuny.edu/president-office/president-bio.aspx CUNY Bylaws c. CUNY Bylaws d. Position Descriptions and Resumes folder
4. An administration possessing or demonstrating: a. an organizational structure that is clearly defined and that clearly defines reporting relationships; b. an appropriate size and with relevant experience to assist the Chief Executive Officer n fulfilling his/her roles and responsibilities; c. members with credentials and professional experience consistent with the mission of the organization and their functional roles; d. skills, time, assistance, technology, and information systems expertise required to perform their duties; e. regular engagement with faculty and student in advancing the institution's goals and objectives; f. systematic procedures for evaluating administrative units and for using assessment data to enhance operations.	a. Organizational Chart Office of the President Organizational Chart Academic Affairs Organizational Chart Enrollment Management and Student Affairs Organizational Chart Administration & Finance Organizational Chart Continuing Education Instructional Staff Handbook Position Descriptions and Resumes folder b. Organizational Chart Office of the President Organizational Chart Academic Affairs Organizational Chart Enrollment Management and Student Affairs Organizational Chart Administration & Finance Brooklyn College Organizational Chart Queens College Organizational Chart e. College Council Website / https://openlab.citytech.cuny.edu/collegecouncil/ Sample P&B Agendas and Minutes

	f. AIR Surveys / http://air.citytech.cuny.edu/survey-services/
	COACHE Provosts Report 2015
	PARSE / http://facultycommons.citytech.cuny.edu/parse/parse-samples/
	OFSR Fall 2017 Calendar / http://www.citytech.cuny.edu/ofsr/docs/instructional_staff_calendar_Fall2017.pdf
5. Periodic assessment of the effectiveness of governance, leadership, and administration.	COACHE Provosts Report 2015
	City Tech AIR Home Page / http://air.citytech.cuny.edu/
	Strategic Plan 2014-19