BRONX COMMUNITY COLLEGE

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Memorandum

To: Executive Council
From: Dr. Eduardo J. Martí, Interim President
Date: May 5, 2015
Subject: Annual Division Year Reports (2014-15) and Goals and Targets (2015-16)

Now that we have completed our strategic and operational plans for 2015-20, it is time to commence annual reporting processes at Bronx Community College. The purpose of annual planning/assessment is to reflect upon the past year's activities and accomplishments; highlight challenges and opportunities; and identify goals, targets, plans and related resource requirements and priorities for the upcoming year. I am requesting that each Division submit a report by June 5, 2015, including the following:

1. Annual Division Report

- What was accomplished in 2015-2016? (see Presidential Priorities identified in last year's report below)[1]
- What are the major challenges/opportunities impacting the Division?
- What are your goals/targets for next year 2015-16? (this should directly relate to the BCC Strategic Plan and the Operational Plan already completed)
- Describe how Division constituencies were consulted in the preparation of your report.

2. Management Summary Update

- Review and update all Division Management Summary reports. (Divisions will receive copies).

These planning and assessment reports will continue to be coordinated with your Division's and the College's budget planning and preparation. Each Division Vice President will be contacted by the Budget Office and will be provided with budget templates for each of the departments in their Division. As previously discussed, budget priorities will be based on the College's Strategic Plan. If you have any questions, please contact Dean Nancy Ritze (nancy.ritze@bcc.cuny.edu, X5156). All internal BCC reports are due to Dean Ritze on **June 5, 2015**.

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[1] President Priorities for 2013-14:

3.1 Improve pass rates in exit from remediation and percentage of students who are skills proficient by the 30th credit.
3.2 Increased the percentage of students passing freshman composition and gateway math courses with a C or better.
4.2 Increase retention rates progressively
4.3 Increase graduation rates progressively
6.2 Improve the quality of both student and academic support services

The following activities were identified as likely to impact these PMP priorities. First-Year Seminar expansion. Faculty Development Initiatives; Supplemental Instruction; Retention and Graduation Tracking Projects: Early Alert Initiatives; Restructured Academic Advisement.