Program Summary

**Task Force:** Suggestion: Your unit goals 1-5 all seem to be written for maintaining daily operations. If these are your goals, levels for the quality/quantity of providing those services would be helpful to monitor how well your unit is actually providing those services to campus. Those you serve may be extraordinarily pleased with how your unit works and the services you provide, or there may be some areas that are consistently reported as areas that are in need of additional support (for instance, recording the number of requests you have that cannot be met due to availability of your department’s resources). Additionally, consider that strategic planning and setting goals involves planning changes for continuous improvement. Goals 1-5 report and describe what your unit is already doing, without a clear future orientation toward something you have not yet achieved.

Suggestion: Goals 1-5: see examples of goals, actions, and metrics on USAP website. Metrics should all be specific and measurable, use action verbs and be able to support with data that at the time period specified, you did what you set out to do, or made steps toward achieving your goal(s).

**Question:** For your **Timeline** Goals 1-5 all state the following: “This will be an ongoing goal and will be addressed on a year-by-year and as needed basis.” Does this mean you have a date by which you will annually assess the progress you are making on your goals? How do you record and how will you report your progress on these goals?

Thank you for the work that went into this report. Through the USAP process, we are working to create at IPFW a culture of continuous improvement, and we think that setting specific and measurable goals is an important part of getting individuals and units at IPFW to think differently about planning and the future.

**Criterion:** #1: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

**Question:** Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)
MISSION
The mission of College Access TV is to extend the services of local, non-proprietary, post-secondary educational institutions via cable television.

As host of College Access TV, IPFW manages the channel and is its chief programmer.

As manager of college access, the mission of IPFW is to operate the channel in accordance with the Memorandum of Agreement (1/14/80); to encourage and coordinate the participation of local post-secondary institutions in college cable access; to insure that appropriate facilities, equipment, and staff are available for origination.

As a programmer, the mission of IPFW is to extend IPFW's teaching and service missions; to inform and enlighten the public about IPFW and higher education in general; to assist the area's citizenry in gaining access to post-secondary educational opportunities and in achieving career goals through education; to showcase university programs and people; and to serve as a communication link between the university and the community.

VISION
We seek to utilize the opportunities offered by video presentation to enhance the educational experience of college students, the teaching mission of faculty, and to expand access to IPFW by the public via cable television and via the Internet.

Criterion: #2: Accomplishments - Please list significant accomplishments from the last three years as they align with Plan 2020 goals

Question: I. Foster Student Success - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area I: Foster student success.

- Redesigned and built new TV studio to support Department of Communication Bachelor of Arts degree program with concentrations in Media and Culture and Multimedia Newsgathering and Reporting, and Film and Media Studies minor (Funded through outside source).
- Redesigned and built new, upgraded to high definition technology, TV studio control room to support Department of Communication Bachelor of Arts degree program with concentrations in Media and Culture and Multimedia Newsgathering and Reporting, and Film and Media Studies minor (Funded through outside source).
- Redesigned and built new high definition TV classroom studio and control room to support distance learning credit courses offered by the Division of Continuing Studies Online Learning program.
- Designed and constructed the improved equipment service area in the College Access Center for students enrolled in credit courses in Communication and Visual and Performing Arts to check out and check in video, audio, lighting, and accessory equipment (Funded through outside source).
- Provide employment for students while they attend IPFW.
- Provide opportunities for student practicums, or internships, and externships in the field of mass media to IPFW students.

Question: II. Creation of Knowledge - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area II: Promote the Creation, Integration, and Application of Knowledge.
Question: III. Regional Hub - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area III: Serve as a Regional Intellectual, Cultural, and Economic Hub for Global Competitiveness.

- Produced videos for public presentation of Honors Program student research, Department of History Undergraduate Research, English & Linguistics student readers, 2014 Human Rights Conference of scholars from across the U.S. and abroad, the Indiana First LEGO League competition (streamed live), collaborated with local TV stations PBS39 and WANE TV15 to air cultural and political programs live from IPFW.
- Produced 54 – 1 to 1 ½ hour long Visual and Performing Arts programs.
- Equip, operate, and maintain a television station serving the local community through Comcast Channel 5 and Frontier FiOS Channel 30 with programming primarily created at IPFW by faculty, staff, and students.
- Equip, operate, and maintain a video production facility that serves the IPFW community and is accessible to faculty, staff, and students of the other, local, non-profit colleges and universities in Fort Wayne.

Question: IV. - Create a Stronger Univ - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area IV: Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization.

- Produced the annual First LEGO League video in support of College of Engineering, Technology, and Computer Science outreach efforts, including providing the livestream Internet feed content to assist in the efficient operation of the event.
- Assisted Athletics in design, specification, and installation of new HD video equipment in the Gates Center to provide content for the in-game video display and subsequently game videos for replay on CATV.
- Assisted Physical Plant in designing and specifying new HD video cabling in the Gates Center to provide content for the in-game video display and subsequently game videos for replay on CATV.
- Invested in equipment to more efficiently transmit video of athletic events to CATV from the Gates Center (reduced the turnaround time for airing games by 10+ hours per event).

Question: Other Accomplishments - Please list any other significant accomplishments from the last three years that do not align with Plan 2020.

- CATV has produced on average more than 210 original TV programs per year during the last three years (Over 200 hours of programming per year).
- CATV supported the presentation on live television and the Video-On-Demand delivery of 93 distance learning courses consisting of 2,171 credit classes (each live production produced by Division of Continuing Studies and carried on CATV for approximately 4,300 hours of academic programming over three years).
Indiana University-Purdue University Fort Wayne (IPFW)
Program Write-up with Task Force Comments
CAT College Access TV

**Criterion:** #3: Accreditations - Program specific accreditation and status

**Question:** Accreditations - What program-specific accreditations and status do you have, if any?

We are the designated cable access TV station serving the non-profit colleges and universities of Fort Wayne, so designated by the City of Fort Wayne.

Member, Alliance for Community Media, Central States Region, and Indiana Chapter

We are the only TV station with college-specific programming and information service in Fort Wayne and Allen County, Indiana.

**Question:** Constraints/Benefits - How do these accreditations constrain or benefit the work of your unit, if applicable?

The Alliance for Community Media (ACM) serves as a national, advocacy organization for local public, education, and government cable access centers. The ACM is the primary national group that through its vigilance and work on behalf of local access organizations, helps maintain the existence of these local media outlets through lobbying Congress to strengthen the laws that initially established the system of general access to public mass media outlets and now enforce their continued operation. (http://www.allcommunitymedia.org/)

The other side of the benefit previously stated is the potential constraint of competing demand for facilities and equipment by users from other local, non-profit, colleges and universities. Presently, this has not impacted our ability to serve the needs of IPFW constituents.

**Criterion:** #4: Laws and Mandates - Federal and state laws or mandates that your unit addresses

**Question:** Federal and State Laws - What federal and/or state laws or mandates do you address, if any?

The Telecommunications Act of 1996 provides for the operation and partial support of cable television access facilities in local communities such as Fort Wayne. College Access TV serves the Fort Wayne and broader community by providing a mass media outlet assigned to support the missions of local, non-profit, post-secondary institutions. CATV was originated and has served in this capacity from IPFW since 1981.

**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?
Our activities are both supported and constrained by the aforementioned federal mandates. We are supported through funding (approximately 50% of our annual budget) through the City of Fort Wayne. This funding provides for the purchase of equipment and materials necessary to operate CATV.

We are constrained in the expenditure of this funding to the equipping of facilities and for the purchase of equipment necessary to produce and distribute video content. The act does not provide for the paying of regular staffed employees for station operation or production or post-production of programs.

We are further constrained to providing services that ultimately will serve the greater community. This means that video content produced with the funded equipment must be made available via normal distribution to cable subscribers who provide the funds for our operation.

**Criterion:** #5: Inefficiencies - Activities that you spend resources on inefficiently or in ways that do not support the mission.

**Question:** Inefficient use of resources - On what activities, if any, do you spend resources (money, time, people, etc.) inefficiently or in ways that do not support the mission of your unit or the university? List as many as apply.

The limited resources we manage occasionally constrain our ability to fulfill requests for production of programs. This situation occurs when requests for productions on the same day at the same time are made. We are able to produce simultaneously, on many occasions: a studio production, a remote production, and televise and record a live credit class. In February of 2014, for example, we had to decline three Anthropology Luncheon Lectures so we could record three Featured Faculty programs that were scheduled for the same days and times.

A further limitation is production of programs on weekends. In this case, we have only funding to staff a single, part-time, work study student on Saturdays and Sundays. If there is a need to produce a program on one of these days, arrangements generally must be made to have a full-time staffer work on an overtime basis. This limits our ability to fulfill these requests for recording.

**Criterion:** #6: IR and Budget Review - Review of your department profile and budget

**Question:** Contextualize IR data - Upon review of your IR Department Profile (for academic units) and FY 14-15 Budget information, are there any data you want to correct or contextualize? To view your profile or budget visit the Office of Institutional Effectiveness website: http://www.ipfw.edu/offices/ir/profiles/

N/A

**Criterion:** #7: Goal One - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. **Comment on the specificity of the goal:**

It's not clear if this goal is a change from what you are currently doing.

**Question:** Through Division of Continuing Studies, 300 credit classes is a metric for distance learning, is this per year? Per semester? Is this more than previously offered? Your unit report mentioned 93 classes in the past three years, so this reads like a large increase.

2. **Comment on the goal's measures:**

**Suggestion:** It would help to have a statement of where you are now with the number of programs produced and where you would like to go, or would you like to maintain the current number? Whichver would be more appropriate to your unit's goal, i.e. something that would help us to know if you are running at capacity, or if you would like to increase your current production?

**Example:** A goal of an "Increase in programs of 10% from ____ to ____ in year one", or "Maintain a production of 150 programs working with at least 30 content producers each academic year."

3. **Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):**

Achievable

4. **Comment on the goal's relevance:**

The goal is relevant and would align with Goals listed: II and III

5. **Comment on the timeline of the goal:**

Assumed the 150 programs and 300 credit classes would be assessed annually if this is what you are already doing.

**See Question at conclusion of Feedback Form for Goals 1-5.**

**Possible opportunities for collaboration or suggestions for addressing a gap:**

**Question:** Unit Goal - What is your unit goal?

*Assist IPFW to reach a broad public audience by presenting TV programs produced at IPFW through distribution on CATV.*

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write "NA" or clarify.

II. Promote the creation, integration, and application of knowledge
III. Serve as a regional intellectual, cultural, and economic hub for global competitiveness

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High
**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

- Air all programs produced on either CATV or the Internet or both as appropriate.
- Encourage faculty, staff, and students to produce video programming for distribution on CATV and other TV stations, including PBS39.
- Support those efforts with trained and experienced staff and appropriate facility and equipment resources.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- Produce and/or air 150 programs working with 30 content producers. Each of these programs will be played on CATV and/or the Internet.
- Collaborate with the Division of Continuing Studies to air and stream 300 credit classes to distance learning students

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- Gaining necessary support from faculty, staff, and students to prepare their events for video production. Campus demand for services and facilities.
- Accessibility of campus to CATV facilities as Helmke Library is renovated.
- Ability to carry DCS courses on CATV as Helmke Library is renovated.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This goal will be an ongoing goal and will be addressed on a year-by-year and as needed basis.

**Criterion:** #8: Goal Two - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. **Comment on the specificity of the goal:**

It's not clear if this goal is a change from what you are currently doing.

This goal seems to be a description of what you do on a day-to-day basis.

2. **Comment on the goal's measures:**

The metrics as written are actually action steps, but with some revisions could be metrics.

**Suggestion:** Follow SMART for writing goals and metrics. How will you record that you are actually having weekly interaction with Division of Continuing Studies to discuss operational status? How will you monitor that you are responding within two business days or less? These could be monitored and reported as measurable metrics.

3. **Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):**

Achievable

4. **Comment on the goal's relevance:**

Relevant to the unit’s overall functioning

5. **Comment on the timeline of the goal:**

See Question at conclusion of Feedback Form for Goals 1-5.

**Possible opportunities for collaboration or suggestions for addressing a gap:**

**Question:** Unit Goal - What is your unit goal?

Distribute and support IPFW's distance learning courses originating from the Television Classroom Studio in Helmke Library.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA" or clarify.

I. Foster Student Success
II. Promote the creation, integration, and application of knowledge
III. Serve as a regional intellectual, cultural, and economic hub for global competitiveness
IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
CAT College Access TV

- Understand and respond to DCS needs with respect to the Television Classroom Studio
- Provide functional and conducive learning environment in which to produce distance learning courses
- Provide immediate response to technical issues that occur in the facility (we employ the only television engineer at IPFW)

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- Interact weekly with Division of Continuing Studies staff to discuss operational status, maintenance requirements, and equipment replacement and upgrades in the Television Classroom Studio and its control room (LT B35 and LB B35A).
- Respond to facility service requests in two business days or less.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- Accessibility of DCS students and faculty to CATV facilities as Helmke Library is renovated.
- Ability to carry DCS courses on CATV as Helmke Library is renovated.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This goal will be an ongoing goal and will be addressed on a year-by-year and as needed basis.

**Criterion:** #9: Goal Three - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. **Comment on the specificity of the goal:**

   It's not clear if this goal is a change from what you are currently doing.

   This goal seems to be a description of what you do on a day-to-day basis.

2. **Comment on the goal's measures:**

   Question: It would be helpful to know how many programs you produce in a year. Is your metric of 50 programs something you would like to achieve, or is that something you are already achieving?

   Question: How will you measure that you are serving 40 faculty, staff, and students? Not sure what your definition of “serving” is here. If the metric is more specific and defined it would help to determine if this goal is being met.

3. **Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):**

   Achievable

4. **Comment on the goal's relevance:**

   Relevant to the unit’s overall functioning

5. **Comment on the timeline of the goal:**

   See Question at conclusion of Feedback Form for Goals 1-5.

   **Possible opportunities for collaboration or suggestions for addressing a gap:**

   **Question:** Unit Goal - What is your unit goal?

   Help IPFW academic departments fulfill their missions related to media production.

   **Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

   I. Foster Student Success
   II. Promote the creation, integration, and application of knowledge
   IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

   **Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

   High

   **Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
Provide video facilities, equipment, and ongoing technical support to departments engaged in producing video content for public distribution.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- Produce 50 programs per year in cooperation with IPFW faculty, staff, and students.
- Serve 40 faculty, staff, and students per year with CATV staff, facilities, and/or equipment.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- Communication with non-CATV staff, faculty, and/or students (to report technical issues, scheduling issues, equipment and facility requirements, etc.)
- Competing demands from other local colleges or universities for access to facilities, equipment, and/or staff.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This goal will be an ongoing goal and will be addressed on a year-by-year and as needed basis.

**Criterion:** #10: Goal Four - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. **Comment on the specificity of the goal:**

   It’s not clear if this goal is a change from what you are currently doing.

   This goal seems to be a description of what you do on a day-to-day basis.

2. **Comment on the goal’s measures:**

   **Suggestion:** The metrics listed need more specifics of the levels at which the students are either provided resources or details on how they are being supported and how you are measuring that support. I.e. your Unit Goal 4 is "assisting students to attain success in the production of video content". How does the number of pieces of equipment checked out or TV Studio and edit station reservations relate to being successful with the goal? How can you measure the goal?

   **Question:** You list support 15 students, support 100 equipment reservations, provide 40 types of video equipment, provide 100 reservations. Are these goal numbers or a level at which you currently operate and would like to maintain?

3. **Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):**

   Achievable

4. **Comment on the goal’s relevance:**

   Relevant to unit’s overall functioning

5. **Comment on the timeline of the goal:**

   See Question at conclusion of Feedback Form for Goals 1-5.

**Question:** Unit Goal - What is your unit goal?

Assist students to attain success in the production of video content.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I. Foster Student Success
II. Promote the creation, integration, and application of knowledge
IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
• Provide facilities, equipment, and technical support to students engaged in the production of video content.
• Provide and support IPFW students usage of equipment reservations with personalized instruction regarding specific uses of equipment.
• Support facility usage by providing technical support for editing and/or studio usage by IPFW students, faculty, and staff.

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

• Assist and support 15 students enrolled in IPFW credit courses with access to CATV equipment and facilities.
• Support 100 video equipment reservations by IPFW students.
• Provide more than 40 different types of video production equipment to IPFW students.
• Provide IPFW students and faculty with 100 TV Studio and edit station reservations.

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

• No professional staff available to provide technical support on weekends
• Contingent upon availability of student employees
• Competing demands from other local colleges or universities for access to facilities and/or equipment
• Access to CATV, TV Studio, and edit stations as Helmke Library is renovated

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This goal will be an ongoing goal and will be addressed on a year-by-year and as needed basis.

**Criterion:** #11: Goal Five - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. **Comment on the specificity of the goal:**

   Student learning assessment seems appropriate for this goal. Is this something you are currently doing?

   **Question:** Do you currently employ 20 students and allocate 25% of your budget for them?

2. **Comment on the goal's measures:**

   **Suggestion:** The opportunity would exist here for defining what “real-world” experiences you would want your 20 student employees to learn. The metrics provided are action steps.

   For example, a metric could be the following: “Students will learn to operate ______ pieces of equipment during ______ (space of time), and will be able to demonstrate and independently operate ______.” Or “Students will be able to produce ______ programs with ______ % accuracy,” whatever is appropriate for the experience you would want them to have or the learning you would expect to take place.

3. **Comment on the unit’s ability to achieve the goal (include a consideration of the departmental profile and budget data):**

   Achievable

4. **Comment on the goal’s relevance:**

   Relevant to unit's overall functioning

5. **Comment on the timeline of the goal:**

   See Question at conclusion of Feedback Form for Goals 1-5.

   **Possible opportunities for collaboration or suggestions for addressing a gap:**

   Twenty students seems like a large number of students you can reach and expose to learning opportunities. **Question:** Would you want to increase this number? Or is this a maximum for you? Are you already working with the Communication Department or other unit to collaborate? If not, an academic department could help with not only monitoring and assessing this goal but also with setting industry standard learning goals.

   **Question:** Do COM majors have a capstone course or experience they can do with your unit?

---

**Question:** Unit Goal - What is your unit goal?

Provide real-world employment experiences for IPFW students.

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

I. Foster Student Success
II. Promote the creation, integration, and application of knowledge
IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization
Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

• Create and support work study, internship, and externship positions
• Collaborate with faculty and staff
• Support curricular needs as they align with the CATV mission
• Post student positions twice a year on Job Zone
• Accept internships and externships as practical.

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

• Post student positions twice a year on Job Zone
• Allocate 25% of current budget for student employees, and paid internships and externships
• Employ 20 students per semester

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Yes

Question: Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

• Quality and quantity of available and/or interested students
• Availability of work study funding and work study eligible students
• Access to CATV facilities as Helmke Library is renovated

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

This goal will be an ongoing goal and will be addressed on a year-by-year and as needed basis.

Criterion: #12: Goal Six - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Task Force:
1. **Comment on the specificity of the goal:**

   Not a very specific goal. To have measurable progress by 2017, you will need a more clearly defined goal with some baseline and specific targeted metrics.

2. **Comment on the goal's measures:**

   Suggestion: Check points would help to keep you on track as you work toward this goal. The metrics provided are action steps you would take and are not written as specific measurable metrics to achieve.

3. **Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):**

   Could be Achievable

4. **Comment on the goal's relevance:**

   Relevant to a future aspiration of the unit

5. **Comment on the timeline of the goal:**

   Difficult without check points to comment on timeline of 2017.

   **Possible opportunities for collaboration or suggestions for addressing a gap:**

   **Question:** Unit Goal - What is your unit goal?

   Collaborate with campus and community partners to produce and distribute original IPFW content.

   **Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write "NA" or clarify.

   II. Promote the creation, integration, and application of knowledge
   III. Serve as a regional intellectual, cultural, and economic hub for global competitiveness
   IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

   **Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

   Medium

   **Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

   • Identify opportunities to produce and distribute original IPFW programming
   • Work with PBS39 WFWA to identify opportunities to collaborate
   • Make production services readily available to the campus and collaborators
Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- Meet with Athletics, the College of Visual and Performing Arts, and other campus constituents once per semester to identify opportunities
- Meet with PBS39 WFWA annually to discuss needs and opportunities
- Review and update as necessary the CATV website once per semester
- Promote services to the campus and collaborators at least once per year

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

Yes

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

N/A

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- Demand for original programming
- Lack of communication with campus community (to learn of opportunities)
- Unforeseen changes with collaborators (i.e., PBS39 funding or needs, etc.)
- Access to CATV, TV Studio, and edit stations as Helmke Library is renovated

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Make measurable progress before FY 17

**Criterion:** #13: Goal Seven - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.
Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #14: Goal Eight - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?
Program Write-up with Task Force Comments

CAT College Access TV

Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #15: Goal Nine - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?
Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

Question: Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

Question: Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Criterion: #16: Goal Ten - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

Question: Unit Goal - What is your unit goal?

Question: IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

Question: Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Question: Actions - What action(s) does your unit plan to take to support this unit goal?

Question: Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

Question: Resources - Are you able to accomplish this unit goal with your current resources?

Question: Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?
**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?