

**Academic Affairs Assessment Plan Academic Year 2010-2011 --- Progress Report June 2011**

<b>Department or School</b>	<b>College Strategic Goal (Bicentennial Plan or 2009-2011 Strategic Goals)</b>	<b>Department Strategic Goal</b>	<b>Performance Indicators (Objectives)</b>	<b>Measurement Method or Tool</b>	<b>Criteria for Success</b>	<b>Status June 2011</b>
Arts and Sciences	Bicentennial and Strategic Goal	Degree in Interdisciplinary Studies	To create a program, based on the SIIM, that allows qualified students to create their own interdisciplinary major requirements.	Complete creation of program guidelines and assessment methods.	Proposal to Arts and Sciences Council by Fall, 2010, approval from College by Spring, 2011, for implementation by Fall, 2012.	
Arts and Sciences	Bicentennial and Strategic Goal	On-line degree (either fully Potsdam or 2 + 2 with JCC) specifically designed for a non-traditional and military audience	To create a program delivered wholly or partly on-line to serve this special group of potentially more than 15,000. Consultation with Fort Drum Education Officer will help determine program.	Complete creation of program(s) guidelines and assessment methods.	Proposal to Arts and Sciences Council by Spring, 2011, approval from College by Fall 2011, for implementation by Fall, 2012.	
Arts and Sciences	Bicentennial and Strategic Goal	Create Arts and Sciences Coordinated Summer Offerings.	To create a summer program that insures that offerings are predictable and useful, in order to satisfy student and programmatic needs.	Complete creation of Coordinated Summer Offerings to offer on a trial basis.	Proposal to Arts and Sciences Council by Spring, 2011, for implementation by Summer 2012.	
Arts and Sciences	Bicentennial and Strategic Goal	Create ESL Summer Institute	To create an ESL Summer Institute that provides English language and U.S. cultural training for foreign students beginning college programs here and elsewhere in the fall.	Finalize plans during the Fall, 2010 and Spring, 2011 to offer program on limited basis.	Completion of planning process and admission of small number of students August 11, 2011.	
Associate VP AA	Increase Grant Activity	Provide a series of campus grant writing workshops	Design (2) campus grant writing work- shops conducted by external consultants	Number of new faculty participants	Number of new grant applications developed	Hosted (2) work shops with (24) faculty and (3) grant applications.
Associate VP AA	Faculty/Staff Enhancement	Provide a series of campus professional development workshops as part of Title III program	Design (4) campus professional development workshops conducted by external consultants as part of Title III program	Number of new faculty participants	Number of new grant applications submitted to Title III	Hosted (5) work shops with (31) faculty and (19) new applications
Associate VP AA	Sophomore Year Programs	Provide a series of Learning Community pilot programs that target	Design (2) campus pilot programs of sophomore level courses that feature General	Number of faculty engaged and students enrolled	Pilot programs attract 15-20 students in each class offered	(2) pilots were designed and enrollment TBA for Fall/

		sophomore students	Education courses			2011 and Spring/2012
Computing & Technology Services	Bicentennial, Strategic, and AA Goals: Enrollment Management – Retention	Create a Self-Service Parent Interface	Develop a FERPA compliant online BearPAWS parent/guest self-service interface allowing parents to view/pay bills, view finaid info, view holds, other SSS student info as desired by campus offices.	Track the number of students who create parent/guest accounts (aka FERPA releases); track the number of parents who in actually use it.	Demo to students and parents at summer orientations and collect/gauge feedback. High student/parent adoption rates.	Live 6/29/11. Demo'd at summer orientation to parents. As of 8/8/11 775 parents/guests authorized, 380 logged into BearPAWS as a "guest".
Computing & Technology Services	Bicentennial, Strategic, and AA Goals: PAB	PAB	Assist in the design of the PAB: provide equipment and installation specifications for: fiber plant, network wiring and electronics; WiFi; telephony; cable TV; projection classrooms; conference rooms; CAD/Drafting labs; box office; green room; digital signage and kiosks; building systems annexation and feeds from recording studio to Crane; majority of type 3 equipment.	Potsdam's requests/needs are incorporated into the construction documents and included in the type 3 equipment list.	Designs are accurate and complete.	Construction is underway. CTS is assisting sub-contractors as needed. PAB web cam is in place recording time lapse snapshots of building completion and grand opening . CAD lab still needs final designs. CTS/PP/T&D to meet in Fall to discuss.
Computing & Technology Services	Strategic and AA Goals: Marketing	Identify ways to centralize information about faculty's creative endeavors so that scholarly work can be publicized and showcased.	Create an online Faculty Information Form (FIF) in BearPAWS. Provost to assign academic stakeholders to assist CTS programmer.	Beta form is developed. Improvements are made as necessary. Track the number of faculty who use it.	Collected data is usable. Campus-wide faculty adoption.	Project Team formed . Application & project flow approved. Waiting on 1 <sup>st</sup> prototype. Slowed by CTS resignations.
Computing & Technology Services	Strategic and AA Goals: Technology	Increase # of projection classrooms	Following the room order recommended by the TLTR's Projection Classroom Plan, design and convert classrooms into projection classrooms.	Recurring funds are secured, meet with local stakeholders, consult and schedule with Physical Plant (PP), CTS and PP build rooms.	Build timetables are communicated to TLTR and Registrar and in advance for scheduling. Rooms are completed and fully operational by established deadlines.	AC YR 1112: Flagg 103 & 204 remodeled summer 2011. Projection equip will be installed winter break. AC YR 1213: Carson 202 & Dunn 204
Computing & Technology Services	Strategic and AA Goals: Resource Development	Foster collaboration to save resources	Pilot the open source Moodle LMS as a potential replacement to Blackboard. Switching to Moodle will save \$15k p/year plus 15% annual increases.	Encourage faculty to become involved, bring in guest speakers, provide support and training.	Student and faculty survey data is compiled. TLTR makes a recommendation to the Provost.	Pilot and survey data compiled, study written. TLTR and Provost accepted study, transition in AC 1112 under way.

Crane School of Music	Bicentennial Plan: Leading SUNY Arts Campus, Marketing	Complete planning for Crane 125 <sup>th</sup> Anniversary	1. Development of a full schedule of events and initiatives related to the 2011-12 anniversary celebration.  2. Development of marketing plan for events, in collaboration with Public Affairs.	1. Verification of a completed schedule.  2. Verification of completed marketing plan.	1. Completed and publicly available schedule, complete with event detail. 2. Marketing plan document and production of early publicity pieces.	
Crane School of Music	AA goals: increase graduate enrollments	Improved definition and administration of graduate programs	1. Completion of state registration process for music education master's degree.  2. Definition of graduate program processes as coordination shifts to new Associate Dean.	1. Verification that registration forms are sent to Albany. 2. Completed (written) plan for graduate program management.	1. Approval of state registration.  2. Plan ready for new Associate Dean to execute, in collaboration with faculty.	
Crane School of Music	AA goals: Facilities (PAB)	Complete planning and preparation for Snell Theater and PAB construction projects	1. Completion of Snell project design, with Crane input.  2. Preparation for PAB construction period.	1. Beginning of contract award process. 2. Completed plans for disrupted traffic patterns during PAB construction.	1. Contract successfully awarded. 2. Plans in place and announced to Crane for PAB construction period.	
Crane School of Music	AA Goals: Assessment – prepare for Middle States accreditation visit	Contribute to Middle States process, prepare for NASM review upcoming	1. Participation in campus self-study for Middle States  2. Anticipation/preparation for NASM self-study.	1. Completion of Middle States self-study, with Crane participation. 2. Dean's preliminary plans for NASM self-study year.	1. Self-study submitted by campus to Middle States.  2. Dean's plans submitted to and discussed with Crane faculty leadership.	
Education & Professional Studies	Aspire to New Programs of Excellence	Approval of MPH Proposal	Proposal Sent to System	Document Submitted	MPH Approved	MPH proposal was submitted but not approved by SUNY. Discussions are underway with possible partners.
Education & Professional Studies	High Impact Academic & Engagement Experiences	Improve Climate for Faculty Scholarship	Scott Fac. Research Grants	Monitor # of Scholarly Activities	Increase in Scholarly Activity over Last Year	Scott grants were awarded, with an increase over previous year. Also, a limited number of course releases for faculty scholarship were awarded.

Education & Professional Studies	Strengthen and Enhance Existing Academic Degree Programs, etc.	Reaccreditation of Ottawa part-time Graduate Program and Business Administration Undergraduate Program	Self Study	Meetings w/Tom Miller of OCT	Reaccreditation of Program	Business Admin program received reaccreditation. Institution decision not to seek Ottawa part-time program reaccreditation.
Education & Professional Studies	Strengthen and Enhance Existing Academic Degree Programs, etc.	Institutionalize Assessment	Assessment Plans from Departments	Review Departmental Assessment Plans	Assessment Plans Ties Into Meaningful Program Change	All programs have an initial plan in place and are working on updated versions as we approach next round of SPA reports.
Education & Professional Studies	Strengthen and Enhance Existing Academic Degree Programs, etc.	Implement Strategic Plan	Establish Committee	Group Meetings and Work Sessions	Submission of strategic Planning Document	Dare to dream committee reconfigured as Strategic Goals committee and met all year and made progress on phase I of implementation. Phase II will proceed next year.
Extended Education	Increase Program Offerings in Watertown	1. Add Special Education degree 2. Identify a second Bachelor's degree completion program	1. Planning meetings with Interim Dean of SOEPS 2. Department Chairperson will be held Complete feasibility study	1. Strategic plan will be developed 2. Recommendation will be submitted to Provost and Deans	1. By February 1, 2011  2. By March 1, 2011	1. SOEPS and the Special Education Dept. are planning to begin a new 4-course sequence in the Spring 2012 semester. 2. No program yet identified-waiting on CAS recommendation regarding a Liberal Studies degree.
Extended Education	Enhance Enrollments in Winterim and Summer Sessions	1. Increase Summer Session enrollments 2. Increase Winterim enrollments	1. Increase number of online and hybrid courses 2. Increase number of online and hybrid courses	1. Number of online and hybrid course offerings will increase 2. Number of online and hybrid course offerings will increase	1. By minimum of 15% 2. By minimum of 15%	1. The number of online courses in Summer 2010 increased by 16% (from 38 to 44) compared to 2009. 2. The number of online Winterim courses in 2011 increased by 50% (from 10 to 15) compared to 2010.
Extended Education	Examine Winterim	Continue to offer an academically sound and financially viable Winterim Session	Assist Task Force members as requested and offer advice and recommendations	Positive feedback received from Task Force members	College re- affirmation of the value of a Winterim Session	1. Winterim Task Force Stage 1 reaffirmed value and continuation of a Winterim Session. Stage 2 began in

						Summer 2011 and will address how to grow enrollments and revenue.
Extended Education	Expand and Enhance Services for Non-Traditional Adult Learners	1. Continue to co-chair Veterans Task Force and assist in implementing recommendations 2. Periodically review degree of satisfactions with programs and services on campus	1. Continue to co-chair Veterans Task Force 2. Reach agreement as to administering a college-wide survey in 2010-2011	1. Implement Task Force recommendations 2. Decision made by Provost and with support of Deans	1. Receive Provost's and Deans' support and implement in a timely manner 2. By November 30, 2010	1. Named changed to Veteran and Military Education Task Force. Members have met four times during year to update each other current issues and information. 2. Met with Director of Institutional Effectiveness who recommended a survey of on-campus non-traditional results be postponed until the fall of 2011.
Libraries	Resource Development (AA goals)	Foster collaboration between Libraries and other AA units	Development of plans – formal and informal – for increased collaboration with Extended Education, CTS, LTEC, and Undergraduate Research	Completed tasks	Endorsement of plans by Provost	CTS: discussion of plans to integrate services are underway. Ex. Ed, LTEC, Ug Research: discussions began in 10-11, follow up and implementation hoped for 11-12
Libraries	Student Experience	Fostering individualized instruction opportunities for students	Respond to survey data from 2009-2010, create strategy for sustaining services with small staff	Recommendations to Director of Libraries, service changes as appropriate	Improved satisfaction in 2011-2012 survey	Survey analysis underway, responsive service plans to be developed and implemented for fall 11.
Provost Office	New	Examine Winterim	TF will be formed and begin meeting	Recommendations	Recommendations by end of fall semester	Task force report completed 2/11
Provost Office	New	Examine online catalog possibilities	TF meets throughout fall semester	Recommendations	Recommendation by end of fall semester	TF investigated; decided not affordable at this time
Provost Office	Academic Master Plan	Work with appropriate offices to draft action steps from AMP	Work plan for getting action steps, forms and instructions distributed to appropriate people, deadlines	Completed action steps	Action steps completed for significant issues by end of academic year	In progress with President's Council; expect to complete by end of summer
Registrar	Academic Master	Implement additional	Implement What-If module	Roll out What-If to	In place for fall 2010	Implemented March 2011

	Plan--Advising	BearDeN Modules		students and advisors	advising period	
Registrar	Academic Master Plan--Advising	Implement additional BearDeN Modules	Implement Student Educational Planner—ability to create individualized plans of study and program templates	Available for students, advisors, and program coordinators/deans	In place for spring 2011 advising period	Postponed until fall 2011 when we can upgrade BearDeN to fix Template errors
Registrar	Academic Master Plan--Advising	Implement additional BearDeN Modules	Implement Curriculum Planning reports in collaboration with CTS programmer & the 3 schools	Reports designed to assist with planning sections for future semesters & other analysis	Preliminary reports ready to test in spring 2011.	Same as above
Registrar	Academic Affairs Goals 2009-11: Enhancing the Student Experience	Chair Taskforce to review course scheduling Template	Review data from Facilities Master Plan in coordination with current day and evening schedules	Recommendation from Taskforce	Recommendation by end of Academic Year	Recommendations submitted to Provost May 2011
Research and Sponsored Programs	Increase Grant Activity	Increase faculty/staff awareness of grant opportunities	Design and hold one workshop on using Community of Science database	Number of faculty/staff participants	Number of grant applications prepared and submitted	COS workshop held on March 14, 2011 with 13 participants and presentation made to Council of Chairs on April 27, 2011. Numerous follow-ups after workshop.
Research and Sponsored Programs	Increase Grant Activity	Increase new faculty/staff awareness of and contact with office	Attend new faculty seminar	Number of new faculty/staff	Number of new faculty/staff who utilize office services	Presented at new faculty seminar on September 14, 2011 with at least 6 new faculty in attendance. At least 3 new faculty have utilized office services this year.
Research and Sponsored Programs	Increase Grant Activity	Increase number of research oriented grant proposals	Collaborate with AVP on NSF/NIH Workshop	Number of faculty participants	Number of research oriented grant proposals	Hosted two grant writing workshops in collaboration with Title III project. Twenty four faculty were in attendance with at least 3 grant proposals generated or in preparation.
Student Success	Student Retention/Foster	Work toward creation of parent interface on	Continue convening meetings of key stakeholders; research	Planned timeline and schematic of program	Commitment from key stakeholders to timeline	Ready to be launched for Orientation 2011

Center	collaboration to save resources	BearPaws	schools with integrated, real-time systems			
Student Success Center	Student Retention/High Impact Academic & Engagement Experiences	Work toward creation and automation of advisor notification of advisee academic standing	Post job request on CTS ticket tracking system; work with assigned programmer to outline program and report	Planned timeline and schematic of program	Commitment from programmer to timeline	Piloted and ready to be launched in late June 2011
Student Success Center	Faculty/Staff Enhancement	Continue professional development activities for SSC staff	Coordinate three to four staff development workshops for 2010-2011	Number of staff persons attending series	Three fourths of current staff in attendance	Presented 5, 3 with 75% or higher attendance