SUNY Potsdam
Administrative Unit Assessment Report and Improvements

**Administrative Unit:** Center for Graduate Studies (A unit of the Division of Graduate and Continuing Education)

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**Mission Statement:**
The Center for Graduate Studies supports the holistic graduate degree experience at SUNY Potsdam. We are committed to upholding the highest standards of academic excellence through degree encouragement and professional development. Our efforts will address three key platforms; academic scholarship and integrity, citizenship, and discipline specific growth.

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| 1. Graduate Student Completion/Persistence | Matriculated graduate students will be retained and successfully complete their programs. | 1. 75% of full-time graduate students will successfully complete their programs within three years.  
2. 60% of part-time graduate students will successfully complete their program within six years.  
Survey tool: Enrollment reports | Results show trends toward increases in matriculated graduate student retention and successful completion rates. Current data indicates that approximately 80% of full-time and part-time (combined) students are completing before three years. | Continued synergies with BearDEN and Center for Graduate Studies (formal degree audit assessments) will serve to establish efficiencies. We will continue to establish metrics for the analysis of breakdown for part-time and full-time student completion rates. |
| 2. Student Experience | Matriculated graduate students will perceive their experience in and outside of the classroom, as positive differentiated and community oriented. | At least 75% of the graduate student population will report a positive experience in key areas that deal with their experience | Participation rates have shown a similar trend toward increased | Planned programming increases throughout the annual academic calendar will |

¹ Student complaints and resulting program improvements must be included here.
3. Programming
Matriculated graduate students will be encouraged to participate and create appropriate and enriching programming.

25% of the graduate students will report having participated in at least one event prior to graduating.

Survey tool: Graduate Student Survey

Graduate Student Survey tools have not been implemented in the previous academic year, to assess this information at the present time.

Creation of assessments for quality of programming will be established and continue. Increased presence within outreach channels will also take place.

4. Graduate School Transition
Matriculated graduate students will be meet onboarding checklist items within the appropriate timeline.

1.90% of full-time graduate students will successfully complete all checklist items within the two-semesters.

2. 75% of part-time graduate students will successfully complete their program within the first year.

Survey tool: Internal reports

Graduate Student Survey tools have indicated that we have gained success within these data points. Current amounts indicate that approximately 84% full-time and 73% of part-time graduate students have completed checklist items within two semesters.

Continued use of onboarding checklists, along with an increase in communication methods (digital) will provide enhanced access to services.

5. Admissions
Accepted graduate students will successfully enroll in their chosen programs.

1. 75% of full-time graduate students will successfully start their program after confirming enrollment.

2. 60% of part-time graduate students will successfully start their program after confirming enrollment.

Survey tool: Enrollment reports

Due to the nature of our recruitment efforts, graduate students are not assessed during their prospect stage, therefore student survey tools have not been created to assess this information at the present time.

Establishing a new role of “Assistant Director” with responsibilities of coordinating enrollment and recruitment strategies, will enhance processes and services. We will further establish an assessment method for these goals.

6. New Academic Programs
The Center for Graduate Studies will work to create new programs, consisting of degrees and certificates, as well as concentrations.

Through connections within the Center for Graduate and Continuing Education, conversations, committees, focus groups and actual new program creation/formatting will take place on an on-going basis.

Survey tool: TBD

We are finalizing the establishment of two new programs (MS Management / Advanced Certificate in Higher Education Pedagogy).

Continued exploration and discussions regarding synergies and academic offerings will serve to establish future offerings.