

APPENDIX A

Sources for the Self Study

Sources supporting the findings are listed by chapter, below. Within most chapters, they are divided into lists of documents and interviews. Both lists are arranged in the order of the chapter, such that material supporting the first finding of any chapter appears at the beginning of the list for that chapter. Within each chapter, each source is cited only once. When the source cited is a PDF, the link leads to a webpage from which the PDF can be accessed rather than to the PDF itself.

Chapter Two: Description of the College

- College Mission Statement, <http://www.potsdam.edu/about/index.cfm>
- Carnegie Foundation, Institution Profile: SUNY College at Potsdam http://classifications.carnegiefoundation.org/lookup_listings/institution.php
- Fact Sheet http://www.potsdam.edu/about/fact_sheet.cfm
- Student Fact Book, 2010-11 <http://www.potsdam.edu/offices/ie/statistics/studentfactbook.cfm>
- Academic Department Profile, Fall Semester, 2010, <http://www.potsdam.edu/offices/ie/statistics/departmentprofile.cfm>
- Potsdam Common Data Set, 2011-2012 <http://www.potsdam.edu/offices/ie/statistics/cds.cfm>
- The Power of SUNY: Strategic Plan 2010 and Beyond http://www.suny.edu/powerOfSuny/plan_powerofsuny.cfm

Chapter Three: Description of the Self Study Process

- SUNY Potsdam's Middle States Self Study <http://www.potsdam.edu/offices/ie/middlestates.cfm>

Chapter Four: Mission, Goals, and Integrity.

Documents

- College Mission Statement <http://www.potsdam.edu/about>
- *Potsdam Pledge* http://www.potsdam.edu/academics/general_education/potsdamgraduate.cfm
- *Potsdam Graduate* <http://www.potsdam.edu/about>
- Bicentennial Plan, <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2011-2013 Biennial Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2009-2011 Strategic Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2007-2009 Strategic Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- Facilities Master Plan (2010) <http://www.potsdam.edu/about/physicalplant/fmp.cfm>
- Mission Statement, Crane School of Music <http://www.potsdam.edu/academics/Crane/about/mission.cfm>
- School of Education and Professional Studies Conceptual Framework <http://www.potsdam.edu/academics/SOEPS/framework.cfm>.
- Department Mission Statements <http://www.potsdam.edu/offices/ie/assessment/deptoutcomes.cfm>
- Potsdam Undergraduate Catalog <http://www.potsdam.edu/academics/catalog/undergraduate/index.cfm>
- Potsdam Graduate Catalog <http://www.potsdam.edu/academics/catalog/graduate/index.cfm>
- School of Arts and Sciences Bylaws
- Crane School of Music Mission, Goals, and Planning
- Human Subjects Policies <http://www.potsdam.edu/faculty/research/rsपो/irb/policies.cfm>
- Animal Care and Use Policies <http://www.potsdam.edu/faculty/research/rsपो/IACUC/index.cfm>
- SUNY Internal Control Program Policy <http://www.suny.edu/InternalControls/NYSEthics.cfm>
- Purchasing Procedures http://www.potsdam.edu/offices/purchasing/purchasing_procedures.cfm
- Fundraising Guidelines <http://www.potsdam.edu/alumni/giving/pcf/index.cfm>

- Computer Services and Technology Policies <http://www.potsdam.edu/cts/policiesforms/>
- Academic Honor Code <http://www.potsdam.edu/studentlife/studentconduct/honorcode/index.cfm>
- Code of Student Rights, and Responsibilities and Conduct <http://www.potsdam.edu/studentlife/studentconduct/honorcode/index.cfm>
- Student Handbook <http://www.potsdam.edu/studentlife/handbook/index.cfm>
- Campus Dispute Resolution Services Center <http://www.potsdam.edu/studentlife/studentconduct/mediation/index.cfm>
- Choose to Reuse <http://blogs.potsdam.edu/officesupplies/>

Interviews

John F. Schwaller, President
 Margaret Madden, Provost and Vice President for Academic Affairs
 Rick Miller, Vice President for Institutional Effectiveness and Enrollment Management
 Michael Lewis, Vice President for Business Affairs
 Mary Dolan, Director of Human Resources
 Michael Sitton, Dean of the Crane School of Music
 Peter Brouwer, Dean of the School of Education and Professional Studies
 Steven Marqusee, Dean of the School of Arts and Sciences
 William Morris, Dean of Students
 Mark Martinchek, Director of Purchasing and Payables
 Tamara Durant, Director of the Student Success Center,
 Krista Lavack, Chair, Faculty Senate Goals and Planning Committee
 John Horan, Associate Dean Emeritus of Students
 Ruth Policella, Director, Campus Life
 Eric Duchscherer, Director for Residential Life
 Richard Moose, Director of Student Health Services
 John Kaplan, University Police Chief
 Maureen Taylor, Student Government Association Business Manager
 Carleen Graham, Director of the Center for Undergraduate Research
 Sheila Marshall, Director of the Center for Diversity
 Laura Rhoads, United University Professions Potsdam Chapter President
 Annette Robbins, Coordinator of Student Conduct & Community Standards

Chapter Five: Planning, Resource Allocation, Institutional Renewal and Institutional Resources

Documents

- Capital Project Status Update <http://www.potsdam.edu/about/physicalplant/capitalprojects.cfm>
- Performing Arts Center Building Project <http://www.potsdam.edu/about/artscampus/performingartsbuilding/index.cfm>
- Potsdam College Foundation <http://www.potsdam.edu/alumni/giving/pcf/index.cfm>
- College Financial Plan for 2010-2011
- President John F. Schwaller, Report To the Full Faculty, May 12, 2011 <http://www.potsdam.edu/about/administration/president/speeches.cfm>
- Five Year Financial Plan <http://www.potsdam.edu/about/administration/president/documents.cfm>
- Financial Plan Reconciliation—Changes in Condition (2011-2012) <http://www.potsdam.edu/about/administration/president/documents.cfm>
- Academic Affairs Goals 2010-2011 <http://www.potsdam.edu/about/administration/provost/plans.cfm>
- Goals and Planning Committee’s Assessment Report of 2007-2009 Goals
- Bicentennial Plan, <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2011-2013 Biennial Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2009-2011 Strategic Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2007-2009 Strategic Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>

- Resource Transparency <http://www.potsdam.edu/faculty/campusresources/resourcetransparency/index.cfm>
- Academic Affairs Assessment Plan <http://www.potsdam.edu/about/administration/provost/plans.cfm>
- Faculty Workload Report, Office of Institutional Effectiveness
- Academic Efficiency Report, Office of the Provost and Vice President for Academic Affairs
- Facilities Master Plan (2010) <http://www.potsdam.edu/about/physicalplant/fmp.cfm>

Interviews

- John F. Schwaller, President
- Margaret Madden, Provost and Vice President for Academic Affairs
- Michael Lewis, Vice President for Business Affairs
- David Kirwan, Assistant Vice President for Business Affairs
- Tony DiTullio, Assistant Vice President for Facilities and Planning
- Walter Conley, Chair, Faculty Senate Business Affairs Committee

Chapter Six: Leadership, Governance, and Administration

Documents

- Bylaws of the SUNY Board of Trustees http://www.suny.edu/Board_of_Trustees/about.cfm
- Policies of the SUNY Board of Trustees http://www.suny.edu/Board_of_Trustees/about.cfm
- University Faculty Senate Governance Handbook <http://www.suny.edu/facultySenate/Publications.cfm>
- Bylaws of the SUNY Faculty Senate <http://www.suny.edu/facultysenate/bylaws07.cfm>
- Bylaws of the Potsdam Faculty Senate
<http://www.potsdam.edu/about/administration/facultysenate/index.cfm>
- Bylaws of the School of Arts and Sciences
- Bylaws of the School of Education and Professional Studies
- Bylaws of the Crane School of Music
- Bylaws of the Potsdam College Foundation
- Human Resources Ethics Policies <http://www.potsdam.edu/offices/hr/policies.cfm>
- NYS Ethics: A Plain Language Version <http://www.suny.edu/InternalControls/NYSEthics.cfm>
- College Organizational Chart <http://www.potsdam.edu/offices/hr/orgchart.cfm>
- Leadership Forum Membership and Notes
<http://www.potsdam.edu/about/administration/leadershipforum/index.cfm>
- Minutes of the Faculty Senate <http://www.potsdam.edu/about/administration/facultysenate/meetings.cfm>
- Faculty Senate Goals and Planning Report, 2011-2013
<http://www.potsdam.edu/about/administration/facultysenate/meetings.cfm>
- Guidelines and Procedures for School-wide Faculty Input for Review of Academic Deans
- Visioning Refocused Final Report (2005)
- Bicentennial Plan <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2011-2013 Biennial Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2009-2011 Strategic Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- 2007-2009 Strategic Goals <http://www.potsdam.edu/about/administration/president/documents.cfm>
- Academic Master Plan Final (2009) <http://www.potsdam.edu/about/administration/provost/plans.cfm>
- John F. Schwaller Curriculum Vitae
- John F. Schwaller Biography <http://www.potsdam.edu/about/administration/president/about.cfm>

Interviews

- John F. Schwaller, President
- Carol Rourke, Assistant to the President.
- Survey of Faculty Senate Chairs
- Conversation with Executive Committee of the Faculty Senate, Spring 2011

Chapter Seven: Institutional Assessment

Documents

- Business Affairs Internal Control Reviews
- Foundation Board Audits
- National Survey of Student Engagement (NSSE) <http://www.potsdam.edu/offices/ie/surveys/nsse.cfm>
- SUNY Survey of Student Opinion <http://www.potsdam.edu/offices/ie/surveys/sos.cfm>
- Performance Programs for Administrators and Professional Staff
- Academic Program Review <http://www.potsdam.edu/offices/ie/assessment/index.cfm>
- General Education Program Review <http://www.potsdam.edu/offices/ie/assessment/index.cfm>
- Student Learning Outcomes Annual Department/Program Assessment Reports
<http://www.potsdam.edu/offices/ie/assessment/index.cfm>
- NCATE Report and Review
- NAST Self-Study and Review
- NASM Self-Study and Review
- IACBE Accreditation Review
- AAAHC Reaccreditation Survey
- NCAA Self-Study and Evaluation
- Assessment of Institutional Effectiveness <http://www.potsdam.edu/offices/ie/ieassessment/index.cfm>
- Minutes, Campus Academic Assessment Committee
- Minutes, Faculty Senate Goals and Planning Committee
- Minutes, Teaching and Learning Technology Roundtable
- Minutes, General Education Committee
- Minutes from Teaching and Learning with Technology Roundtable
- Catalog/compendium of systematic assessment activities and tools (draft)
<http://www.potsdam.edu/offices/ie/index.cfm>
- MSCHE Self Study Survey <http://www.potsdam.edu/offices/ie/middlestates.cfm>
- Faculty Senate Goals and Planning Survey 2010
<http://www.potsdam.edu/about/administration/facultysenate/meetings.cfm>
- Michael Middaugh, *Planning and assessment in higher education: Demonstrating institutional effectiveness*. San Francisco: Jossey Bass, (2010)
- Resource Transparency <http://www.potsdam.edu/faculty/campusresources/resource Transparency>
- MSCHE Self Study data analysis of Fall 2010 Survey: http://www.potsdam.edu/offices/ie/upload/MSCHE-SSSC-Survey-Report-02_2010-2.pdf
- Progress letter to MSCHE Oct. 27, 2009

Interviews

- John F. Schwaller, President
- Margaret Madden, Provost and Vice President for Academic Affairs
- Rick Miller, Vice President for Institutional Effectiveness and Enrollment Management
- Bruce Brydges, Director of Institutional Effectiveness and Academic Assessment
- Michael Lewis, Vice President for Business Affairs
- Vicki Templeton-Cornell, Vice President for College Advancement
- William Morris, Dean of Students
- William Mitchell, Assistant Athletic Director
- William Amoriell, Dean Emeritus of the School of Education and Professional Studies
- Peter Brouwer, Dean of the School of Education and Professional Studies
- Steven Marqusee, Dean of the School of Arts and Sciences
- Michael Sitton, Dean of the Crane School of Music
- Emily Hutchison, Director of Development
- Thomas Nesbitt, Director of Admissions
- Andy Harradine, Assistant Vice President for Information Technology
- Jenica Rogers, Director of Libraries

- Tamera Durant, Director of Student Success Center
- Cheryl Miller, Director of Learning and Teaching Excellence Center

Chapter Eight: Student Admissions, Retention, and Support Services

Documents

- Professional Staff Curriculum Vitae
- National Survey of Student Engagement (NSSE) <http://www.potsdam.edu/offices/ie/surveys/nsse.cfm>
- Cooperative Institutional Research Program (CIRP) <http://www.potsdam.edu/offices/ie/surveys/cirp.cfm>
- SUNY Student Opinion Survey <http://www.potsdam.edu/offices/ie/surveys/sos.cfm>
- Admissions open house and interview/campus tour evaluations
- Thomas Nesbitt and Rick Miller, “Regression study and statistical analysis of admissions data”
- Rick Miller, Presentation, “Admissions Requirements: SAT and ACT Optional,” November 2009
- David Lavalley, SUNY Provost & Vice Chancellor for Academic Affairs, Approval of “Test Optional Policy”
- SUNY Potsdam Test Optional Policy
- John F. Schwaller, President’s Notes, October 2010
<http://www.potsdam.edu/about/administration/president/archive1010.cfm>
-
- Daily Statistical Reports <http://www.potsdam.edu/offices/ie/statistics/dailyreports.cfm>
- Admissions enrollment profile reports
- SUNY System Administration external review
- Undergraduate Admission Office External Review Report, 2005
- Graduate Admissions Office Review, Office of Institutional Effectiveness, 2006
- College Undergraduate Catalog <http://www.potsdam.edu/academics/catalog/undergraduate/index.cfm>
- Mini surveys of campus advisors and two-year college transfer counselors
- Minutes of General Education Committee
- Minutes of Academic Programs and Curriculum Committee
- Orientation Guidebook - “Money Matters – Understanding Finances”
- NASFAA External Review 2006
- Memorandum of Understanding with SUNY Administration
- Summary of Retention Focus Groups conducted by Margaret Madden Rick Miller and Christine Strong
- Sophomore Year Task Force Report 2008
- Student Success Center annual reports
- Association for University and College Counseling Center Directors (AUCCCD) Annual Report
- Counseling Center consent form
- Career Planning Mission Statement
- Career Planning Annual Reports 2006-2010 <http://www.potsdam.edu/offices/career/faculty/report.cfm>
- Career Planning Learning Outcome Rubrics
- Career Planning Program Evaluation Summaries
- Career Planning website: <http://www.potsdam.edu/offices/career>
- Eric Hotchkiss, SUNY Potsdam’s Career Planning Needs Assessment Project, 2009
- Student Advising Survey, Spring 2010
- Residence Life <http://www.potsdam.edu/studentlife/ResHalls/housing>
- NCAA Division III Manual <http://ncaapublications.com/p-4226-2011-2012-division-3-manual-august-2011.aspx>
- SUNYAC Handbook http://www.sunyac.com/sports/2011/8/30/GEN_0830115449.aspx
- Title IX Law
- Eastern College Athletic Conference Constitution and Bylaws
<http://www.ecac.org/about/constitution/index>
- Statement from SUNY Potsdam President on NCAA Announcement
- [News release Division III Committee On Infractions Issues Decision On State University Of New York At Postdam](#) [sic]

- State University of New York AT Potsdam Public Infractions Report
- MOU with SUNY Administration
- Office for Human Research Protections (OHRP) Policy and Guidance: <http://www.hhs.gov/ohrp/policy/index.html>
- Office of Civil Rights (OCR) Health Information Policy, within Health and Human Services (HHS): <http://www.hhs.gov/ocr/privacy/index.html>
- New York State Public Health Law: <http://www.health.state.ny.us/regulations/>

Interviews

- Thomas Nesbitt, Director of Admissions
- Rick Miller, Vice President for Institutional Effectiveness and Enrollment Management
- Bruce Brydges, Director of Academic Assessment
- Joshua Holmes, Graduate Admission Coordinator
- Interview with the Council of Chairs
- Suzanne Manfred, Director of Academic Transfer Services
- Carolyn Leathers, Senior Coordinator of Academic Advising
- Krista Medo, Assistant to the Dean/Coordinator of Arts and Sciences Advising
- Lisa Stewart, Coordinator of Teacher Education Advising
- Mark Hartman, Acting Associate Dean Crane School of Music
- Terry Francis, Senior Transfer Admission Counselor
- Susan Aldrich, Director of Financial Aid
- Susan Godreau, Coordinator of Scholarships
- Margaret Madden, Provost and Vice President for Academic Affairs
- Tamara Durant, Director of the Student Success Center
- William Morris, Dean of Students
- Shailindar Singh, Director of Special Programs;
- Richard Moose, MD, Director of Student Health Services
- Jeffrey Lazovik, Director Emeritus of the Counseling Center
- Ruth Policella, Director of Campus Life.
- Karen Ham, Director of Career Planning;
- Louise Tyo, Director of First Year Transitions
- William Mitchell, Assistant Director of Athletics
- James Zalacca, Director of Athletics
- Michael Lewis, Vice President Business Affairs
- William Beauchamp, Director Intramural/Recreation
- Deborah Dudley, Director of Marketing;
- David Smith, Organizer of Athletic Academic Coordinators
- Ramona Ralston, Registrar
- Andy Harradine, Assistant Vice President for Information Technology
- Informal interviews with Counseling Center and Health Services staff
- Informal interviews with Student Affairs staff
- Interviews with several Athletic Academic Coordinators
- Responses to questions presented to Council of Chairs

Chapter Nine: Faculty

Documents:

- Faculty Curricula Vitae
- Faculty Handbook http://www.potsdam.edu/hr/FacHdbk/Table_of_Contents.html
- Agreement between the State of New York and United University Professions <http://www.uupinfo.org/>
- School of Arts and Sciences Guidelines for Reappointment, Promotion, and Tenure
- School of Education and Professional Studies Guidelines for Reappointment, Promotion, and Tenure
- Crane School of Music Guidelines for Reappointment, Promotion, and Tenure

- Departmental Guidelines for Reappointment, Promotion, and Tenure
- Summary Response Data to Chair and Faculty Surveys.
- Compiled Funding for Professional Development, 2006-2011
- Workforce Statistics <http://www.potsdam.edu/offices/ie/ieassessment/index.cfm>
- IPEDs Workforce Data
- Research and Professional Development: <http://www.potsdam.edu/faculty/research/index.cfm>
- Academic Faculty Information Form
- Bylaws of the School of Arts and Sciences
- Bylaws of the School of Education and Professional Studies
- Bylaws of the Crane School of Music
- Bylaws of the Academic Department
- Bylaws of the Faculty Senate <http://www.potsdam.edu/about/administration/facultysenate/index.cfm>
- General Education Faculty Manual
http://www.potsdam.edu/academics/general_education/forfaculty/index.cfm
- http://www.potsdam.edu/academics/general_education/forfaculty/index.cfm
- Honors Council Course Development Guidelines:
http://www.potsdam.edu/academics/specialprograms/honors/course_proposal.cfm
- Distance Learning Development and Approval Process:
<http://www.potsdam.edu/academics/online/faculty/process.cfm>
- Departmental Trends, Institutional Effectiveness

Chapter Ten: Educational Offerings and Related Educational Activities

Documents

- Course Syllabi
- Department Assessment of Student Learning Outcomes
<http://www.potsdam.edu/offices/ie/assessment/deptoutcomes.cfm>
- Review of effectiveness of the faculty workshops conducted in 2007-2009
- Student participation in the Blackboard tutorials
- Career Planning 2009 Annual Report
- Department Program Review Guidelines <http://www.potsdam.edu/offices/ie/ieassessment/index.cfm>
- Funding for Professional and Academic Development
<http://www.potsdam.edu/about/administration/provost/professionaldevelopment.cfm>
- Learning and Teaching Excellence Center
<http://www.potsdam.edu/faculty/teachingresources/ltec/faculte.cfm>
- Associated Colleges of the St. Lawrence Valley <http://associatedcolleges.org/index.html>
- Office of Research and Sponsored Programs <http://www.potsdam.edu/faculty/research/rspo/index.cfm>
- Departmental Student Learning Outcome Assessment Plans
<http://www.potsdam.edu/offices/ie/assessment/deptoutcomes.cfm>
- Advising Guides <http://www.potsdam.edu/academics/catalog/undergraduate/index.cfm>;
- New York State Teaching Standards
<http://www.highered.nysed.gov/tcert/resteachers/teachingstandards1.html>;
- New York State Regulations <http://www.highered.nysed.gov/tcert/regulations.html>.
- Community Health Career Opportunities
http://www.potsdam.edu/academics/SOEPS/CommunityHealth/CommHealth_opportunities.cfm;
- New York State Regulations <http://www.highered.nysed.gov/tcert/regulations.html>;
- Field Experience Supervisors' Meeting Agendas
<http://www.potsdam.edu/academics/SOEPS/fieldexperiences/supervisors.cfm>;
- Student Teaching Forms (Professional Development Plan)
- <http://www.potsdam.edu/academics/SOEPS/fieldexperiences/index.cfm>;
- Task Stream www.taskstream.com;

- Department Assessment of Learning Outcomes
<http://www.potsdam.edu/offices/ie/assessment/deptoutcomes.cfm>.
- Office of Experiential Education <http://www.potsdam.edu/support/eeo/index.cfm>;
- Faculty Compensation, Office of Experiential Education
<http://www.potsdam.edu/support/eeo/internships/facultycompensation.cfm>
- Spring 2010 Site Supervisor Final Evaluations Results Report
- Spring 2010 Site Supervisor Mid-term Evaluation Results Report
- Spring 2010 Student Final Evaluation Results Report
- SUNY Student Opinion Survey 2009 (Pages 8-9) <http://www.potsdam.edu/offices/ie/surveys/sos.cfm>
- National Survey of Student Engagement 2010 <http://www.potsdam.edu/offices/ie/surveys/nsse.cfm>
- Sample Learning Agreement Forms and Interviews with stakeholders
- Center for Lifelong Education and Recreation <http://www.potsdam.edu/community/clear/>
- Non-credit Course listings <http://www.potsdam.edu/community/noncredit/index.cfm>;
- Non-credit Instructor biographies <http://www.potsdam.edu/community/noncredit/instructors.cfm>;
- Non-credit Course Assessment <http://www.potsdam.edu/community/noncredit/courseevaluation.cfm>;
- 2009 NCIA Survey (Excel Document)
- Non-Credit Programs Spring 2010 & Fall 2009 Summary and Review
- Canadian Program <http://www.potsdam.edu/admissions/graduate/international/canadian.cfm>
- Extended Education <http://www.potsdam.edu/academics/ExtEd/index.cfm>.
- International Education and Programs
<http://www.potsdam.edu/academics/international/studyabroad/programs/index.cfm>
- Distance Learning Curriculum Advisory Board <http://www.potsdam.edu/academics/online/index.cfm>
- Office of Extended Education <http://www.potsdam.edu/academics/ExtEd/index.cfm>
- BANNER database
- BearPAWS database
- Distance Learning Growth 2005-2011 PDF
- Log of On-Line Courses 2005-2011 Excel File
- Online & Hybrid Course Development at SUNY Potsdam
<http://www.potsdam.edu/academics/online/faculty/dlpolicy.cfm>;
- Online Course Development Proposal
http://www.potsdam.edu/academics/online/faculty/upload/App_Online_Dev_2010_v5.pdf
- Hybrid Course Development Proposal
http://www.potsdam.edu/academics/online/faculty/upload/App_Hybrid_Dev_2010_v2.pdf
- Call for Proposals for Online Course Development
- The Pedagogy & Technology of Online Learning, a faculty development seminar
- Strategic Plan for Distance Learning
- Academic Master Plan <http://www.potsdam.edu/about/administration/provost/plans.cfm>

Interviews

- Steven Marqusee, Dean of the School of Arts and Sciences
- William Amoriell, Dean Emeritus of the School of Education and Professional Studies
- Peter Brouwer, Dean of the School of Education and Professional Studies
- Michael Sitton, Dean of the Crane School of Music
- Lisa Wilson, Chair of the Department of English and Communications
- Phillip Neisser, Chair of the Department of Politics
- Glenn Johnson, Chair of the Department of Biology
- Robin Collen, Chair of the Department of Theatre and Dance
- Kirk Severtson, Chair of Music Performance
- Joe Timmerman, Chair of the Department of Business Administration
- Sandy Chadwick Coordinator of the Program in Curriculum and Instruction
- Carol Franck, Library Information Literacy Coordinator
- Jenica Rogers, Director of Libraries

- Debbie Anderson, Associate Dean of the School of Education and Professional Studies
- Anthony Betrus, Professor of Computer Science/Organizational Leadership and Technology
- Alan Januszewski, Professor of Computer Science/Organizational Leadership and Technology
- Bruce Brydges, Director of Academic Assessment
- Andy Harradine, Assistant Vice President for Information Technology
- Toby White, Director of Experiential Education
- Carol Britt, Executive Director, Crane Institute for Music Business
- Ada Santaferra, Internship Coordinator
- Tom Fuhr, Director, Office of Extended Education
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Chapter Eleven: General Education

Documents

- General Education Faculty Manual
http://www.potsdam.edu/academics/general_education/forfaculty/index.cfm
- General Education Annual Assessment Reports
- Minutes of the General Education Committee
- Results of Fall 2010 Student Survey of General Education
- Enrollment Trends in General Education Courses
- Comparison of SUNY General Education Outcomes and SUNY Potsdam's Learning Outcomes General Education Assessment Plan, February 2002
- General Education Annual Assessment Reports <http://www.potsdam.edu/offices/ie/assessment/index.cfm>
- Minutes of the General Education Committee
- Potsdam College Catalog <http://www.potsdam.edu/academics/catalog/undergraduate/index.cfm>
- Master List of General Education Courses
- Potsdam Graduate http://www.potsdam.edu/academics/general_education/potsdamgraduate.cfm

Interviews

- Steven Marqusee, Dean of Arts and Sciences
- William Amoriell, Dean Emeritus of Education and Professional Studies
- Michael Sitton, Dean of the Crane School of Music

Chapter Twelve: Assessment of Student Learning

- Faculty Survey conducted November 2010
- Analysis of Responses to MSCHE Rubric for Evaluating Status of Department/ Program Student Learning Assessment Processes
- Department/Program Assessment Plans <http://www.potsdam.edu/offices/ie/assessment/index.cfm>
- Documented Department/Program best practice activities
- Analysis of Responses to MSCHE Rubric for Evaluating Status of Department/ Program Student Learning Assessment Processes
- College Mission Statement <http://www.potsdam.edu/about>
- Potsdam Graduate http://www.potsdam.edu/academics/general_education/potsdamgraduate.cfm
- SOE Conceptual Framework
- Crane School Mission Statement
- Departmental Mission Statements
- Course Syllabi archives for Crane and SOEPS and randomly selected from Arts & Science
- MSCHE rubric analysis
- MSCHE Faculty Survey Report
- Analysis of randomly selected course syllabi archives for Crane School of Music, School of Education and Professional Studies and the School of Arts & Sciences

Interviews

- Peter Brouwer, Dean of the School of Education and Professional Studies
- Michael Sitton, Dean of The Crane School of Music
- Steven Marqusee Dean of the School of Arts and Science
- John F. Schwaller, President
- Margaret Madden, Provost and Vice President of Academic Affairs
- Rick Miller, Vice President of Institutional Effectiveness and Enrollment Management
- Jenica Rogers, Director of Libraries
- Laura Rhoads, President, Potsdam UUP
- Bruce Brydges, Director of Academic Assessment