### SUNY Potsdam
#### Administrative Unit Assessment Plan

**Administrative Unit:** Early College Programs (Division of Graduate and Continuing Education)

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**Date Submitted:**

**Mission Statement:** The mission of the Division of Graduate and Continuing Education is to provide access to advanced academic programs, continuing education, personal and professional enrichment, and early college opportunities to individuals committed to educational attainment and lifelong learning. We serve as a conduit for the delivery of the college’s core purpose and mission, and empower and engage global citizens both during and after the completion of their study.

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<th>Goals</th>
<th>Desired Outcomes/Objectives</th>
<th>Assessment Methods and Targets/Measures</th>
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| Develop short and long-term plan for growing the College in High School (CHS) and College Advancement Program (CAP). | 1. Expand partnerships by establishing additional CHS MOUs each year  
2. Increase the number of CHS course proposals (and resulting offerings) within each partner district  
3. Increase student participation in CHS program and track long-term progress towards matriculation  
4. Identify 2-5 introductory courses that fulfill high school graduation requirements to be developed and offered through distance learning as CAP or contract courses by Spring 2017  
5. Collaborate with high school professionals to conduct a needs assessment to identify academic shortfalls and specialty interest areas | 1. Database of signed MOUs will be used to compare the number of active MOUs  
2. Course proposal submissions and status will be documented in log  
3. Program participants will be designated in Banner and report will be created to track application, acceptance, and matriculation status long-term  
4. Provide list to Distance Learning Coordinator, Provost, and applicable Dean(s)  
5. Survey high school professionals to identify needs |
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<th>Support the campus-wide effort to offer financially sustainable overnight summer camps for youth under a decentralized model which may serve as recruitment pipelines.</th>
<th>1. Collaborate with Business Affairs to create a sustainable financial model for overnight camps that can be applied universally 2. Identify a mechanism for documenting student participation in overnight camps in Banner system that allows for reporting to demonstrate impact on recruitment to campus 3. Conduct a competitive analysis, including pricing review, of overnight summer camps and propose changes to improve financial sustainability of SUNY Potsdam summer camps</th>
<th>1. Excel template will be created and shared 2. Program participants will be designated in Banner and report will be created to track application, acceptance, and matriculation status long-term 3. Report will be compiled and shared annually</th>
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<td>Establish a formal early college academy for high school juniors and seniors wishing to pursue a college degree in advance of their cohort.</td>
<td>1. Develop project management timeline for rollout to welcome first cohort in fall 2017 semester 2. Create 5-year enrollment targets to be adjusted annually, including first year cohort applications and enrollment</td>
<td>1. Timeline will be compiled and shared with key stakeholders 2. Enrollment targets will be identified and shared</td>
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<td>Expand opportunities for high school students to interact with and become exposed to college.</td>
<td>1. Create Early College Programs task force to create and support successful courses, initiatives, and programs for high school students 2. Partner with Financial Aid office to develop guide for high school students and parents outlining sources of funding for participation in credit-bearing courses 3. Seek input from area high schools to determine needs and potential areas for growth in programming</td>
<td>1. Task force will meet at least once before end of Spring 2016 semester 2. Guide will be created and shared among local high schools 3. Create proposal for special program(s) to provide high school students with early interactions to college life</td>
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