

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

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Assessment Year: *2023-2024*

PURPOSE

This annual assessment summary form provides the opportunity for units to follow-up on their assessment plans, track progress toward goals, and to highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefits students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

SECTION 1: ASSESSMENT PLAN FOLLOW-UP

A key component of the continuous improvement assessment process is regularly following up on [your assessment plan](#). Please review your plan and select one-third of your unit goals, along with related desired outcomes and objectives to report on the progress made. Units should select a goal that has not yet been reported on during the '22-'26 cycle.

Selected Goal

Develop the science and math center into a space for advanced learning in technology for our education students.

Desired Outcomes/Objectives:

2A. The Math and Science Center will house a ClearTouch system with all its built-in features for modeled classroom use by the academic year 2023-24.

2B. The Math and Science Center will host at least one technology professional development session during the academic year 2023-24.

2C. The Math and Science Center will offer training sessions to the faculty on use of the ClearTouch features at least once during the academic year 2023-24

Related Targets/Measures

2A. A Clear Touch screen with all the system technologies will be installed and available for faculty and student use by the academic year 2023-24.

2B. Successful collaboration with our local BOCES offering at least one “current technologies” professional development session in the Math/Science Center. Surveys will be conducted with the attending participants for training satisfaction and future ideas for sessions.

2C. 1 training session per semester will be provided for faculty on effective use of the ClearTouch system and its features during the academic year 2023-24. The attendance goal will be at least 5 faculty members in attendance. Surveys will be conducted for training satisfaction and future ideas for sessions

Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.

- Clear Touch Panel was ordered and has been installed in Satterlee 312 (Math and Science Lab)
- Technology in the room has been updated to include better sound system and viewing capacity
- Collaboration stations have been updated and communicate with from panel system
- Met with campus technology representative in Fall 2023 to discuss installation of software to Clear Touch Panel to enable full capabilities and ability to provide training - I agreed to send the contact information to the technology department for obtaining software update
- Contact information was sent
- Spring semester: contacted technology department in follow up - contact had not been made with Clear Touch company; I agreed to contact company; however, training opportunity timing with BOCES had passed
- Contact has been made with Clear Touch company for fall 2024 follow up on software installation; will collaborate with technology department to get it installed and schedule subsequent training by Spring 2025.

Based on the assessment data and information shared above, what planned actions were or will be taken as a result?

- **This will continue to be an ongoing goal; due to timing, discretionary grant money during the 2023-2024 year was used to focus on "Science of Reading training (which was a current request and a highly positive experience for all who participated; have reapplied for grant funding to support Clear Touch training during the 2024-25 academic year**

SECTION 2: DATA INFORMED DECISIONS & UNPLANNED ASSESSMENT (OPTIONAL, BUT VALUABLE)

The experiences of every administrative unit contribute to our collective narrative as a campus. We encourage you to share an example from this past year where you leveraged data or assessment type activities. This could involve planning, taking action, and/or solving a problem. Unlike section 1, there's no need for a formal reporting structure for this section. Instead, focus on a narrative that highlights what was done, the results and the impact of your efforts. Please include any related data and information when available and appropriate.