

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit:** North Country Science & Technology Entry Program (NCSTEP)      **Unit Contact Name:** Mary Stickney      **Date:** 06/25/24  
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**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 processing 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**

**Goal 1**

Provide program services for underrepresented students prepared to enter post-secondary institutions in STEM and health related fields of study.

**Desired Outcomes/Objectives**

- 1A: NCSTEP will conduct recruitment activities to meet the annual target goal of 235 participants.
- 1B: All NCSTEP participants will be offered targeted tutoring as well as other academic support services as required/requested.
- 1C: All NCSTEP students will have weekly access to their NCSTEP counselor for one on one and group academic support sessions.
- 1D: All NCSTEP participants will be offered grade specific financial support to assist them in their academic success.

NOTE: Once completed, administrative unit leaders should submit this form to their direct supervisor for review and approval. Supervisors, upon approving the form, should submit it to the assessment committee via email at [adminassessment@potsdam.edu](mailto:adminassessment@potsdam.edu) for their review.

**Related Targets/Measures**

1A: Method = Review of NCSTEP Student Database to compare number of participants with targeted, annual goal.

Target = 235 participants.

1B: Method = Review academic support offered to participants via in-person meetings, workshops, emails, Google Classroom, etc.

Target = 100% participants offered these services

1C: Method = Review of NCSTEP counselor contacts with participants via in person meetings, workshops, emails, Google Classroom, etc.).

Target = 100% of participants will have had a minimum of two contacts with their counselor(s) during the school year.

1D: Method = Review of NCSTEP funding applications and support with actual approved funding.

Target = 90% of requests will be funded (contingent on availability of grant and state funds).

**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.**

1A: Surpassed target with 317 participants enrolled. NYSED increased enrollment numbers. The challenge was met by forming new partnerships with Canton Central School and SLL BOCES.

2B: Met goal with 100% of participants offered at least one of NCSTEP academic supports. NCSTEP Counselors spend the week in their school districts which allows for direct student support. Students know the days of the week and office hours for each of their counselors.

3C: Met goal with 100% of participants having a minimum of two counselor contacts over the school year. Counselors reach out to students in multiple ways thereby broadening their ability to make contact with each student in whichever mode works best.

3D: Surpassed goal with 100% of student funding requests being granted. An increase of NYSED funding tied to an increase in participant enrollment allowed NCSTEP to meet all funding requests.

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

NCSTEP met or surpassed the target for each of the objectives related to this goal, therefore we will continue with the measures and actions that are currently being implemented.

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## **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 is 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.

NYSED increased NCSTEP funding in this cycle, but it was tied to an increase in student enrollment. The original increase implied by NYSED officials was around 35 more students. When the official number was received it meant an increase of 67 students after already graduating 74 students, which met our staff was tasked with recruiting 141 by the end of the first school semester.

Since NCSTEP serves a particular subset of students, we analyzed the data from the school districts we currently serve and came to the conclusion we would not be able to meet these new numbers without collaborating with one or more new districts.

### Actions taken:

- Staff brainstorming session on which schools would be a good fit for us and may benefit the most from our services.
- Decided on Canton Central School as they currently had no other program like NCSTEP available to students there and we already had several contacts within the district.
- We were hoping to increase the number of students we had going into health careers, so decided to go outside the usual school setting and partner with SLL BOCES, serving all three tech centers under that umbrella.
- Met with new partners and ironed out all details with official MOU's.
- Met with teachers, guidance staff, and administrators to discuss our services and our needs.

### Results

- Met and exceeded the new contracted number.
- Enrolled 25% more students planning on health-related careers.
- Increased internship experience hours of student participants by over 50%.

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