

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Community Performance Series

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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

Goal #2: Enhance recruitment and retention efforts at SUNY Potsdam by providing experiential learning opportunities to students and offering youth/family programming to regional schools and the larger community.

Desired Outcomes/Objectives

- A. Provide experiential learning opportunities for SUNY Potsdam students during each academic year
- B. Program an educationally focused youth and family series annually

Related Targets/Measures

(A1) In coordination with the Loughheed Center for Applied Learning, post up to 5 student internship positions for Fall, Spring and Summer semesters.

- i. Target: 100% on-time completion of required documentation and internship reporting requirements. Will utilize the Loughheed Center for Applied Learning's notifications, reporting and data collection process to assess completion (Yes/No – completed all required documentation on time).

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ii.Target: Work with faculty advisors to support successful completion of internships with a 90% or better completion goal. Will utilize the Loughheed Center for Applied Learning’s notifications, reporting and data collection process to assess completion (Yes/No – 90% of internships successfully completed).

(A2) Provide Education majors with student teaching opportunities through the annual Instrument Petting Zoo event

i.Target: Fill up to 20 “Zookeeper” positions with SUNY Potsdam students (Music Education major/minor prioritized). “Zookeepers” lead mini-lessons to introduce visiting primary grade (3-5) students learning about the instrument families and in preparation for selection of a school band/orchestra instrument. Measure: Yes/No – the event was held annually. Record number of SUNY Potsdam students who participated in the event and their Major/Minor.

(A3) Offer guest artist masterclass and educational workshops opportunities as enhancements to the academic experience

i.Target: Work with Deans, Chairs, and faculty to develop high-impact masterclasses and workshops as enhancements to the academic experience. Provide at least 2 opportunities in the Fall Semester and at least 2 opportunities in the Spring Semester. Measure: Yes/No - 4 masterclass or workshop opportunities were held during the academic year in arrangement with the appropriate Deans/Chairs/Faculty members.

ii.Target: Provide at least 3 public education opportunities annually (examples include: pre- or post-show Question & Answer session; masterclasses or workshop sessions open to the public; lectures or demonstrations). Measure: Yes/No 3 or more public education opportunities were provided annually.

(B1) Steward all family/youth focused endowed funds by selecting guest artists as guided by the MOU documents and in coordination with on-campus and community stakeholders

i.Target: Meet the parameters of all family/youth-focused endowed funds managed under CPS

ii.Target: Complete 100% of annual endowed fund reports on time for submission to donors

iii.Target: Host school groups on campus for at least 1 performing arts or music program in the Fall and Spring semester annually

iv.Target: Collaborate with stakeholders on campus, the CPS advisory board Education & Outreach committee, and /or community partners to plan educational extension activities as a component of the Fall and Spring programs offered to school groups

(B2) Continuously improve the impact of family/youth programming in alignment with strategic goals

i.Target: Work with Admissions to facilitate tours of campus as requested by school group visitors. Goal of 100% fulfillment of tour requests.

i. Target: Survey teachers/school group leaders after each event rating the success of the event and providing feedback for enhancing future programs. Annual season goal of 80% or better positive average teacher/educator experience rating (1- 10 scale)

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.

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(A1): i Target: Yes, met; 3 Fall 2023 Interns; 5 Spring 2024 Interns (including endowed Conroe intern for LoKo Arts Festival); 3 Summer 2024 Interns. 2 Spring 2024 interns were additional to facilitate teach-out of Theatre & Dance majors. 3 Summer interns were also Theatre & Dance majors. **ii Target:** Yes, all interns successfully completed their internships and required paperwork on time.

(A2): i Target: Yes – goal of 20 SUNY Potsdam students; 29 participated 27/29 (93%) Music Education majors + 1 intern overseeing the event as focus of a Fall and Spring internships. **ii Target:** Yes, successful event held with maximum local school participation and waiting list for both 2025 and 2026.

(A3): i Target: Yes (6), collaborated with Crane School of Music Dean and leadership team, as well as faculty to plan masterclasses. Fall 2023: 1 with guest organist Nathaniel Gumbs, 1 120-minute strings masterclass with Sheku Kennah-Mason; Spring 2024: 4 masterclasses with Jazz at Lincoln Center guest artists.

ii Target: Yes – Gumbs, Kennah-Mason & JALC were open for public and campus guests to join as audience

(B1): i Target: yes, all youth events were completed according to the MOU guiding documents

ii Target: yes, 100% of endowed fund reports were completed on time to the satisfaction of the Advancement Office

iii Target: yes, school groups were hosted on campus for 1 Fall and 1 Spring event; Doktor Kaboom “Science is Coming” interactive performance in Fall 2023 (over 200 7th grade participants); and Instrument Petting Zoo in Spring 2024 (over 100 3rd grade students – maximum capacity)

iv Target: yes, we collaborated with the Department of Earth & Environmental Sciences to move Fall 2023 school groups through hands-on science activities in Timerman Hall and the WISER center after the performance; collaborated with Music Education Chair and Crane leadership on Instrument Petting Zoo event

(B2): i Target: Yes, we connected all teachers interested in expanding their days with a tour on campus with Admissions and all tour requests were honored (as time permitted).

ii Target: in progress. With our continued reduced team of 2, some items did not roll out as hoped. We did receive positive informal feedback from teachers but did not formally survey them post-event. This is a goal for 2024-25. We did, however survey our SUNY Potsdam student participants after the Instrument Petting Zoo and received valuable feedback on continuing to improve this event. Of those surveyed, there was an overall average rating of 4.74/5; 100% would recommend the opportunity to others; 100% would bring their own students to this event as a Music Educator; and gave actionable feedback on ways we can smooth, improve and support the event (ex: more violas needed, longer sessions, dress rehearsal/dry run, and lesson plan templates).

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

Going forward, we may need to target a certain number of events per academic calendar, as booking events may land together in a semester rather than 1 in Spring and 1 in Fall.

Based on the post-mortem closeout meetings after the event as well as feedback from SUNY Potsdam students participating in the Instrument Petting Zoo, we refined templates and have revised the number of instruments and supplies inventory list needed for subsequent IPZ events. We are also going to create sample lesson plans, incorporate an onboarding meeting, incorporate a dry run and work with our local Music Educators to develop at least 1 workshop session in advance of the event. This will provide more tools and support for Music Education majors leading up to the event, as well as continue to improve the event overall. While it was highly successful, there are always ways to make it better for all. We're excited to build in more ways to prepare and support our students.

Informally, teachers attending the Doktor Kaboom science event noted that the subsequent science programs were a bit too long. We will plan to have visiting classes choose top 3 activities and schedule them evenly for 2 activities and rotate only once. We may also want to have a large space with indoor games available for downtime or another way to burn off energy in a structured way. We will also begin planning with the department at least 3 months in advance and have regular check-in meetings leading up to the event. These steps will continue to improve our event planning and execution process.

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.

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