

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Collegiate Science and Technology Entry Program (CSTEP)	Unit Contact Name: Heather J. West	Date: 7/29/24
Phone: (315) 267-2346	Email Address: westhj@potsgdam.edu	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

Copy/Paste or enter the goal(s) from your unit plan that you wish to highlight and summarize.

GOAL: Provide services to enhance and increase under-represented student's involvement in experiential learning opportunities prior to graduation.

Desired Outcomes/Objectives

Copy/Paste or enter the desired outcomes and objectives connected to your selected goal that you will be reporting on.

OBJECTIVE A: CSTEP will promote available experiential learning opportunities to all participants via in-person, email, Microsoft Teams, workshops, CSTEP seminars, etc.

OBJECTIVE B: All CSTEP participants will have access to apply for funding support for their experiential learning opportunity.

OBJECTIVE C: CSTEP will encourage and assist participants to apply for the SUNY Potsdam Kilmer Funds and the Presidential Scholars Program for independent student/faculty collaborative research.

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Related Targets/Measures

Copy/Paste or enter the target desired outcomes and objectives connected to your selected goal that you will be reporting on.

OBJECTIVE A: Method = Review of various modes of dissemination of experiential learning opportunities for participants.

TARGET: 30% of CSTEP members will participate in an experiential learning opportunity each academic year.

OBJECTIVE B: Method = Review of CSTEP funding applications and accessibility/availability to its' members.

TARGET: Provide funding support to 15 CSTEP students annually to support them in their experiential learning opportunity.

OBJECTIVE C: Method = Review of applicants for the SUNY Potsdam Kilmer Funds and the Presidential Scholars Program.

TARGET: 3 CSTEP participants annually to successfully apply for Kilmer Funds and/or participate in the Presidential Scholars Program.

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.

OBJECTIVE A: All experiential learning opportunities received in CSTEP via verbal communication, email, CSTEP listserv and mailings were shared with CSTEP students through in-person conversations, email, Microsoft Teams and during CSTEP events/activities.

TARGET: 30% of CSTEP members will participate in an experiential learning opportunity,

RESULT: 30% would be 41 CSTEP students total participating in an experiential learning opportunity; 36 CSTEP students successfully acquired experiential learning opportunities. The results were slightly below the 30% target (lacking 5 students completing this type of opportunity).

SLIGHTLY BELOW OUR TARGET GOAL

OBJECTIVE B: All CSTEP students will have access to apply for funding support for their experiential learning experience.

TARGET: To provide 15 CSTEP students with funding support annually.

RESULT: 21 students applied for funding support and 100% of these students received funding assistance.

SURPASSED OUR TARGET GOAL

OBJECTIVE C: CSTEP will encourage CSTEP students to apply for the SUNY Potsdam Kilmer Funds and to participate in the Presidential Scholars Program.

TARGET: To have 3 CSTEP students apply for Kilmer Funds and/or the Presidential Scholars Program.

RESULT: 5 CSTEP students (4 Kilmer, 1 Presidential Scholar) were accepted/awarded in either Kilmer Funds or the Presidential Scholars Program.

SURPASSED OUR TARGET GOAL

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

CSTEP surpassed 2 out of the 3 objectives related to this goal, therefore, we will continue with the actions that we are currently implementing. In terms of Objective A, which was slightly below the targeted 30% of CSTEP students; CSTEP students do not always inform CSTEP staff that they are participating in an

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experiential learning opportunity. The CSTEP staff and CSTEP students will need to conduct a more timely review of funding applications for experiential learning experiences. Student feedback showed that students that did not hear back from CSTEP by a specific date hesitated on applying for opportunities because of concerns with how to fund an unpaid opportunity. Therefore, students will be required to submit funding paperwork earlier, to have meetings with the CSTEP director regarding funding concerns/needs and to set up a plan to communicate with CSTEP on outstanding details of their experiential learning experiences. Also, there was mixed student feedback about the use of Microsoft Teams vs. email for the variety of information that CSTEP shares with students. We will continue to utilize both platforms of communication but will change what goes through Microsoft Teams vs. email. On a side note, when students are accepted into the CSTEP program and during their initial meeting with a CSTEP staff member, they are advised on the services that CSTEP offers, but not all CSTEP students request funding assistance for experiential learning experiences.

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.

Through the years, CSTEP has often heard either from students or faculty/staff, “how come I have never heard about CSTEP before now” or “what does CSTEP do for students”? CSTEP is a program that has been on the SUNY Potsdam campus for 30+ years and has always been involved with outreach to students and programs. CSTEP has also had a presence at events such as orientation, SUNY Potsdam Open Houses, SUNY Potsdam Student Acceptance Days and requested sessions with various departments on campus. During the spring semester, the CSTEP director coordinated with EOP, TRIO, ACE, and Accommodative Services to host the 1st Student Support Services Panel. The idea of the panel was to present information about each program to new SUNY Potsdam faculty/staff and students. Program directors came together to provide handouts, to present their individual program’s services and to provide answers to questions. The event was open to both faculty/staff and students. There were 15 faculty/staff/students in attendance. Even though most faculty/staff in attendance had previously collaborated with CSTEP, many of them mentioned that they attended to get a “refresher” on what CSTEP is and what services it provides in comparison to the other 4 programs present as well as to see the differences in programs be highlighted. Attendees left with a better understanding of the student support services are available in Sisson Hall. CSTEP would like to continue hosting such an event for faculty/staff and to add a similar event for students separate from the faculty/staff version.

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