

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit:** Center for Diversity (CFD) , Division of Diversity, Equity, and Inclusion

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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.

**Selected Goal**

Goal #3: Understanding and Improving student experiences of campus community engagement, belonging, and participation.

**Desired Outcomes/Objectives**

3A: Bias Incident Reporting and Response Processes: Bias incident reports will be used to assess prevalence, patterns of incidents and to inform training content, policies, procedures, and practice

3B: Campus Wide DEI Training Initiatives

3C: Delivery of student programs and activities which foster student experiences of community, belonging and inclusion.

**Related Targets/Measures**

3A: Bias Incident report (BIRT) administration will include timely reply and follow-up intake meetings with incident respondents and other parties involved. BIRT team response within 24 hours in 80% of reports submitted. Respondent support and resource needs will be assessed and referrals to campus resources will be made as needed (UP, Title IX, Student Conduct, Guidance, Health) same day of follow-up intake. Outreach and information gathering meetings will be scheduled with identified parties involved to the degree necessary to capture incident details and to remedy incident impact. Bias incident response activities will be recorded on the Maxient the Administrative platform for BIRT, within 3-5 business days from intake in 80% of reports. Data from system will be used for annual reporting, training content decisions, recommendation for revisions to policies, procedures, and practice.

3B: DDEI & CFD Staff will deliver training to individual campus departments including and not limited to: Residential Life, Academic Departments, Admissions, Financial Aid, and other student facing departments with a goal of conducting a minimum of 3 Presentations per semester. The CFD in collaboration with the DDEI will administer programmatic assessment and evaluation tools as part of its program delivery and resources development efforts in support of DEIB institutional goals. The CFD staff will serve as members of the BIRT Team. The CFD Staff will join campus wide training, programming, and student lead activities in support of DEIB. All residential life staff and resident assistants will participant in Bias Incident Response Training annually. DDEI will provide regular consultation to Resident Life staff in the event of any bias, racial, incidents.

3C: Please see below table for list of events that took place during the 2023-2024 Academic year sponsored by the Center for Diversity.

**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.**

3A: The Chief Diversity Officer served as the main responder to Bias Incident Reports and achieved a 85% metric of responding to reports within 24 hours. Within those 24 hours, they schedule meetings with the parties involved (particularly the reporter in the event the reporter is not the affected party i.e. Residence Life). For reports within the remaining 15%, delays have occurred mainly due to lack of response by parties involved (in the case of student-oriented complaints) or incidents that occur during the weekend when work is not in session. In these cases, appropriate resources are given through email. In addition to DEIB trainings delivered to the various campus student groups (Leaders, Student Associations, Student Government, Athletics), The DDEI division continued to deliver training to individual department.

3B: The Center for Diversity/ DDEI offered training presentations and DEIB information sessions to the following campus department, to which 158 faculty and staff members have attended:

- Campus life staff and students leaders, Student Leadership Conference
- Residence Life professional staff and RA staff
- Student Athletes
- University Police
- Crane School of Music
- Athletics Department
- Health Department
- Guidance
- Building Maintenance and Operations

For standard trainings offered to the Residence Life department and Campus Life department, 100% of all staff (to include professional and student staff such as resident assistants) received training and participated in addressing bias alongside targeted DEIB case study analysis.

CFD staff members participated in ongoing BIRT training to serve on the committee and be able to address incidents assigned to them.

3C:

| Fall 23     | Event Title  | Type of Event   | Spring 24     | Event Title                                       | Type of Event      |
|-------------|--|-----------------|---------------|---|--------------------|
| 8/24/2023   | Campus Welcome and New Student Convocation                               | Speaker         | 1/31/2024     | Gingerbread Longhouses                            | Cultural           |
| 8/25/2023   | Union Takeover/ CFD Lounge   | Social          | 2/4/2024      | Titus Mountain Tubing                             | Social             |
| 8/26/2023   | Games and Activities at the CFD Lounge                                   | Social          | 2/8/2024      | In Our Own Voices Student Panel                   | roundtable         |
| 9/15/2023   | Keepin' It 100: Monthly Diversity Dialogue Series                        | Roundtable      | 2/8/2024      | Beaded Strawberries                               | Cultural/ Workshop |
| 9/16/2023   | Lake Placid White Water Rafting  | Social          | 2/9/2024      | Keepin' It 100: Monthly Diversity Dialogue Series | roundtable         |
| 9/26/2023   | 10,000 Flags Art Installation: National Day for Truth and Reconciliation | Cultural        | 2/9/2024      | The Feud (Family Feud): Black History Month Theme | Social/Cultural    |
| 9/27/2023   | 10,000 Flags Art Installation: National Day for Truth and Reconciliation | Cultural        | 2/10/2024     | Trip: Underground Railroad Museum                 | Cultural           |
| 9/28/2023   | 10,000 Flags Art Installation: National Day for Truth and Reconciliation | Cultural        | 2/12/2024     | Beaded Strawberries                               | Cultural           |
| 9/29/2023   | Orange T-Shirt: National Day for Truth and Reconciliation                | Cultural        | 2/16/2024     | Paint and Sip cosponsored by BSA                  | social             |
| 10/13/2023  | Keepin' It 100: Monthly Diversity Dialogue Series                        | Roundtable      | 3/7/2024      | Photo Voice: Recent Work by Majorie Kaniehtonkie  | cultural           |
| 10/14/2023  | Apple Picking  | Social          | 3/8/2024      | Keeping it 100: Monthly Diversity Dialogue Series | roundtable         |
| 10/17/2022  | Spooktacular Sisson Hall Open House                                      | Workshop        | 4/1/24-4/5/24 | Alternative Spring Break Program                  | social             |
| 10/26-27/23 | DEI Symposium  | cultural        | 4/12/2024     | Keeping it 100: Monthly Diversity Dialogue Series | roundtable         |
| 11/2/2023   | Diversity in Stem: Robbi Mecus   | Workshop        | 4/20/2024     | Beaded Strawberries- Admissions Bus Trip          | Cultural           |
| 11/17/2023  | Keepin' It 100: Monthly Diversity Dialogue Series                        | Roundtable      | 4/22/2024     | Earth Day Event: Transplanting with NASA and      | Cultural           |
| 11/12/2023  | Destiny USA Trip   | Social          | 4/25/2024     | Diversity in Stem: Dr. Cecilia Sanchez            | workshop           |
| 12/8/2023   | Keepin' It 100: Monthly Diversity Dialogue Series                        | Roundtable      | 4/27/2024     | Celebrating Diversity Through Cuisine             | Cultural           |
| 12/11/2023  | Wellness Week  | Workshop/Social | 4/29/2024     | MMIWG2S Ribbon Roses                              | Cultural           |
| 12/12/2023  | Wellness Week  | Workshop/Social | 5/2/2024      | Creative Resistance with Jackie Fawn              | Cultural           |
| 12/13/2023  | Wellness Week  | Workshop/Social | 5/3/2024      | MMIWG2S March                                     | cultural           |
| 12/14/2023  | Wellness Week  | Workshop/Social | 5/9/2024      | CFD/CSTEP Banquet                                 | social/celebration |

Throughout the 2023-2024 academic year, the Center for Diversity sponsored 41 programs in hopes to engage the student body specifically those from a diverse background or historically marginalized students. These programs were designated as the following categories: social, workshop/trainings, cultural, or roundtable. Through these programs we were able to continue the LIVE NOW programming series which served to allow students, particularly those who would not typically have access or means, to experience the North Country and outdoor activities within the Adirondacks.

Other highlights include the Black History Month programs geared to educate and engage students in various topics. Such activities were a student panel to discuss campus climate and an educational trip to the North Country Underground Railroad.

The center has continued its roundtable dialogue series titled “Keepin’ it 100”. This roundtable is designed to promote community on campus, allow an opportunity for students to engage with faculty and staff members outside of an academic environment, and discuss the Potsdam experience from the student perspective to create and foster a more inclusive environment.

The program breakdown is as follows:

Social – 15

Workshop/Trainings- 9

Cultural- 16

Roundtable-8

Some highlights would include: our Sisson Open House which had 42 participants, our Dialogue series which collectively had an attendance of 108 faculty, staff, and students, the Black History Month programming which had 102 in attendance, and lastly our programming for Missing and Murdered Indigenous Women which had 90 participants.

The 2022/2023 academic year had a total of 40 programs with a total attendance of 739. This year, we held 44 programs, an increase of 10% in programs (4 programs) and had an attendance increase of 5% (776). This aligned with our goal set forth from our prior assessment of a 5% increase in attendance. As we move into the 2024/2025 academic year, we hope to strive for this continued increase of 5-10% in attendance and continuing to provide meaningful programs for our students.

Our social and cultural programs were assessed by participation and word of mouth with students in determining what types of activities they would like to see. Workshops/trainings and roundtable programs were assessed by feedback surveys at the end of the program or series of programs.

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

3A: The reformation of the BIRT to have multiple informed individuals to be able to spread the case load and allow students the ability to choose a representative that they may feel most comfortable with when reporting.

3B: Based on feedback from offices after the conclusion of the presentation, changes were made in terms of formatting and examples used to best demonstrate the topic matter. Additionally, the information provided was altered to best accommodate the unique situations that appeared throughout the 2023-2024 academic year to educate participants on how best to identify and remedy these for the next academic year.

3C: Based on the assessment data above, the CFD will focus on providing equal amounts of programs per definition above to ensure we have well rounded topics, presentations, workshops, cultural events, and social events for students to choose from. These programs should have a continued effort on community and belonging on campus and within the Center for Diversity.

**SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY**

Please use this space to share an example from this past year when you used assessment and data to plan and/or take action. Be sure to include any available information relating to the results and impact. Your example for this section does not need to be directly tied to your previously submitted administrative unit assessment plan.

Feedback from our social/culture activities were used to determine which topics or ideas should be pursued during the next academic year. Our students expressed that they would like to see more trips as well as other opportunities to explore the north country and participate in activities they normally would not be able to in New York City. We will continue to use this feedback to make the most impactful programming for students, with this we will be looking into exploring Ottawa, visiting local museums, and finding recreational activities not found on campus or in Potsdam.