

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: *Center for Creative Instruction*

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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

The CCI will work with faculty and staff to improve the process, flow and communication of information to the campus community.

Desired Outcomes/Objectives

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

- 1) The CCI Design Team will work with administrative offices to design improve paperless forms through MS Power Automate
- 2) The CCI Design Team will provide monthly updates to the CCI website to best reflect the information of the Center.

Related Targets/Measures

- 1) The CCI Design team will work with offices across campus to create at least two enhanced information forms via MS Power Automate per annum.

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 for their review.

2)The CCI Design Team will document changes to the CCI website through a detailed reporting sheet monthly as changes are made to the CCI website

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.

Target 1: The CCI Design Team completed the following campus wide Automate forms:

UTA Application – <https://forms.office.com/r/sj07WZuP44>

Academic Assessment Workflow – <https://forms.office.com/r/GWwKxAMeVa>

Gen Ed Course Approval – https://forms.office.com/Pages/ResponsePage.aspx?id=6Caribb_lk-bl4JqQEsZAnG2wsOryE9PnNEi-ji3vFBUNzFCQk1VNTNFVVQ2SUgyVjE0WVIMMEZFWiQIQCN0PWcu

Target 2: The CCI has documented changes to the website in the “website” channel of the CCI Team Site. This channel can be found here: [CCI - Center for Creative Instruction | Website | Microsoft Teams](#)

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

The Power Automate work completed through the CCI is now confined to Academic Affairs, with other work outside Power Automate being completed by CTS. This is, in our opinion, a duplication of efforts and causes confusion for the campus, but this is the decision made by others.

The website changes are ongoing, and it makes better sense to document these changes in the Teams channel rather than on a spreadsheet.

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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'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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