

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Student Success Center/Academic Mentor Program (AMP) **Unit Contact Name:** Annette Robbins **Date:** June 2024

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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

Require students to establish 3 SMART goals to create an academic plan that balances academic and life responsibilities.

Desired Outcomes/Objectives

Objective 1A: Students will have an action plan in place to achieve improved academic standing within first three weeks of semester

Objective 1B: SMART goals will be revisited at each additional AMP meeting to ensure students are holding themselves accountable

Related Targets/Measures

Method 1A: AMP mentor will work with student on probation to create SMART goals specific to the needs of the individual student and notes will be placed in Starfish for tracking purposes.

Method 1B: A portion of each AMP meeting will focus on the student and mentor revisiting goals and discussing how the student is using them to achieve good academic standing. Notes will be recorded in Starfish.

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@potsteam.edu for their review.

Target 1A: 90% of AMP students will have these SMART goals in place by end of week 3.

Target 1B: Tracking of multiple meetings will be recorded to assess whether additional meetings impact academic recovery. 60% of AMP participants will show improvement.

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: 74.5% (38/51) of the AMP students met with their mentor in the first three weeks. During the first meeting, the conversation had 3 main areas to address: 1- what went wrong in the fall semester 2- what are your SMART goals for Spring semester and 3- what are the resources/what resources do you plan to use.

1B: 34 students attended 2 or more AMP meetings (66.7%). 37.2% or 19 students who met 2 more times increased their semester GPA from Fall to Spring. 19 or 37.2% increased their cumulative GPA from Fall to Spring (ironically- not the same 19 students).

A breakdown of # of meetings with average GPA and CUMs

0 meetings attended =

3 dismissed Average Term GPA 1.18	Average CUM GPA 1.62
1 Good Standing Average Term GPA 3.18	Average CUM GPA 2.39
1 Warning Average Term GPA 1.9	Average CUM GPA 2.12

1 meeting attended=

9 Dismissed Average Term GPA 1.45	Average CUM GPA 1.35
2 Good Standing Term GPA 2.69	Average CUM GPA 2.36

2 meetings attended =

6 Dismissed Average Term GPA .54	Average CUM GPA 1.12
1 Probation Average Term GPA 1.85	Average CUM GPA 1.46
7 Good Standing Average Term GPA 2.43	Average CUM GPA 2.56

3 meetings attended =

6 Dismissed Average Term GPA .75	Average CUM GPA .72
1 Probation Average Term GPA 3.7	Average CUM GPA 1.91
4 Good Standing Average Term GPA 2.95	Average CUM GPA 2.41

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1 Warning Average Term GPA 1.91	Average CUM GPA 2.03
4 meetings attended =	
1 Dismissed Average Term GPA 1.85	Average CUM GPA 1.4
1 Good Standing Average Term GPA 3.34	Average CUM GPA 2.04
6 meetings attended =	
1 Dismissed Average Term GPA 1.16	Average CUM GPA 1.58
2 Good Standing Average Term GPA 2.89	Average CUM GPA 2.13
7 meetings attended =	
1 Dismissed Average Term GPA 1.67	Average CUM GPA 1.81
<p>Based on the assessment data and information shared above, what planned actions were or will be taken as a result?</p> <p>GOAL: 90% of AMP students will have these SMART goals in place by end of week 3. Falling short of this goal; it is recommended that AMP students are required to meet at least 3 times during the semester. This would be the recommendation for each meeting: First meeting- find out challenges from previous semester Second meeting- present recourses and create SMART goals Third meeting – happens after progress surveys when mentor can address survey concerns.</p> <p>GOAL: 60% of AMP participants will show improvement. I would recommend that in each meeting, student and AMP mentor look at Brightspace and each course and it's grades. I do not believe students understand how they are doing in each course. I would also recommend that the AMP mentor take time to reach out to faculty of their students to seek their input on how the student is doing: class attendance, participation, quiz and test scores. I believe this is the only way to get a complete view to review with the student at their AMP meeting.</p>	

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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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