

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit:** *TRIO Student Support Services*

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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**

***Build TRIO SSS brand and awareness across campus.***

**Desired Outcomes/Objectives**

- 1) Create a TRIO SSS faculty/staff advisory board to provide support and guidance to the department
- 2) Host a campuswide, first-generation program event

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](mailto:adminassessment@potsdam.edu) for their review.

**Related Targets/Measures**

- 1) Recruit faculty/staff to be part of an ongoing TRIO SSS Advisory Board

**Measures & Targets:**

Invite a minimum of 3 potential members to meet in February 2023

Use meeting minutes to document long-term commitment

- 2) Plan and host a campuswide, first-generation event to be held in spring 2023

**Measures & Targets:**

Use Advisory Board meeting minutes to document event topic discussion, stakeholder assignments, and logistical plans

Host a first-generation event in April 2023

Create modest pre- post-assessments on Get Involved to drive program development for subsequent years

**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.**

- 1) Recruit faculty/staff to be part of an ongoing TRIO SSS Advisory Board

We have not established a TRIO Advisory Board. However, we have worked in close collaboration with 3 first generation faculty on campus to discuss issues facing disadvantaged students.

This year we focused on establishing services and programs for students with the entire TRIO staff being new to the program. Given the connections we have now made with faculty and staff, we will be able to establish the TRIO SSS advisory board by the end of Fall 2024.

- 2) Plan and host a campuswide, first-generation event to be held in spring 2023

First Generation Day (November 8<sup>th</sup>) was celebrated as a campus wide event. Approximately, 40 faculty, staff and students attended the lunch event.

This event was successful with TRIO participants being able to mingle and make connections with fellow First Generation faculty and staff on campus.

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

- 1) Recruit faculty/staff to be part of an ongoing TRIO SSS Advisory Board.  
We will establish a TRIO advisory board by the end of 2024, likely with two members of the first-generation faculty group and the director of accommodative services as original board members.
  
- 2) Plan and host a campuswide, first-generation event to be held in spring 2023  
We will continue to celebrate Frist Generation Day as a campus wide event annually on November 8<sup>th</sup>. Given the success of the event in Fall 2024, we believe it will be beneficial for TRIO participants as well as the entire campus community. We will improve communication about this event to improve participation, however the informal format of the event will remain the same.

**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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