|  |
| --- |
| **SUNY Potsdam****Administrative Unit** **Assessment Summary Form*****Administrative Unit: Unit Contact Name: Date:*** ***Phone: Email Address: Assessment Year: 2022-2023***  |
| **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](https://www.potsdam.edu/about/administrative-offices/office-institutional-effectiveness/administrative-assessment/administrative-assessment). 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**Copy/Paste or enter the goal(s) from your unit plan that you wish to highlight and summarize.**Desired Outcomes/Objectives**Copy/Paste or enter the desired outcomes and objectives connected to your selected goal that you will be reporting on.**Related Targets/Measures**Copy/Paste or enter the target desired outcomes and objectives connected to your selected goal that you will be reporting on. |
| **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.****Based on the assessment data and information shared above, what planned actions were or will be taken as a result?** |
| **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.** |