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. 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.

In this section, you will need to simply copy and paste the goal from your previously submitted 2022 – 2026 Assessment Plan for which you will be reporting on in this form. Remember, you should select a goal for which you have taken some action(s) on and have progress or updates to report.

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

Like the section above, you will need to copy and paste the desired outcomes/objectives from your previously submitted 2022 – 2026 Assessment Plan that are connected to the goal for which you will be reporting on.

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

Copy and paste the measures and targets for the outcomes and objectives listed above from your previously submitted 2022 - 2026 Assessment Plan.

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.

Use this section to report on work that has been done to progress toward, or complete, the goal and related objectives/outcomes. Be specific. Report out on activities that have been completed as well as any that may still be in progress. Keep the following in mind when completing this section.

- Provide details on the most important actions taken and/or work completed.
- What data and information were collected during and/or after the action(s) taken?
- Identify areas of success as well as areas of challenge

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

In this section, you will want to share how the information described above was or is being used to improve your unit.
- Be sure to provide tangible examples of what data was considered and what was done based on that information.
- List additional steps or actions that will be taken based on the activity listed in the section above and the related results and data.

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.

This is an opportunity to share additional ways you utilized data, information, and assessment to make decisions and take action in your unit. This activity doesn't necessarily have to be tied to a specific goal or your formal assessment plan. This is a great place to provide an example of a success story or a problem intervention for which you utilized information and data to address and inform the related actions.