

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: North Country Science & Technology Entry Program (NCSTEP)

Unit Contact -- Name: Mary Stickney

Phone: x2584

Email Address: sticknme@potsdam.edu

Date Submitted: 03/09/16

Mission Statement: The North Country Science & Technology Entry Program will increase the number of historically underrepresented minority and economically disadvantaged students prepared to enter college in the fields of science, technology, engineering, mathematics, health, and the licensed professions. NCSTEP will serve the target number of 200 students annually throughout the five local school districts we serve.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
1. Provide program services that increase the number of STEP students entering post-secondary institutions in STEP related fields of study.	-STEP will provide tutoring, academic and career counseling, college planning, special summer programming, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific and technical fields as well as the licensed professions.	-Actively measure the progress of our students. Examples of measurement of progress encompass oral feedback, written feedback, standardized test results, GPA, and enrollment data. -100% of STEP students graduating; 95% matriculating into post-secondary institutions; 70% of those in STEP related fields of study.
2. Provide services to enhance and increase STEP student involvement in research, internships, and college level coursework/service learning.	-STEP will seek out and provide students with contacts for research and internships. -STEP will provide funding/support for college level coursework.	-Maintain database documenting, evaluating, and tracking these activities.
3. Provide program services to enhance student skills in mathematics and the sciences in accordance with the Advanced Regents Diploma and Common Core Curriculum.	-Encourage students to enroll and persist in Regents coursework in mathematics and the sciences. -Provide workshops and tutoring courses in preparation for Regents examinations.	-Maintain database documenting and tracking these activities. -60% of STEP students receiving Advanced Regents Diploma.
4. Implement a parent component with clearly defined roles, responsibilities, and activities.	-Provide four workshops/presentations for parents in July, October, January, and April spanning grade 7-12 parents.	-Take attendance at each workshop to track parent participation levels at each grade level. -Use Likert Scale Assessment for each workshop.

<p>5. Provide Day of Service planning, implementation, and assessment.</p>	<p>-Participate in Day of Service activities between the months of October and May with one or more local schools to increase awareness of STEP and CSTEP programs and opportunities in STEM, licensed professions, and healthcare related fields.</p>	<p>-Use Likert Scale Assessment for each Day of Service Activity. -Create new partnerships annually with local school districts, business, and campus personnel.</p>
<p>6. Develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff.</p>	<p>-Meet annually with a diverse group of key stakeholders who are actively engaged in providing programming feedback as well as ideas for enhancing the project.</p>	<p>-Use Needs Assessment survey for stakeholder group feedback. -Receive feedback from Advisory Committee and use to develop and implement new and improved programming.</p>
<p>7. Provide student professional development opportunities.</p>	<p>-STEP students will participate in workshops, poster presentations, publications in professional/research that promote access to careers in math, science, technology, health-related fields, and the licensed professions when the opportunity presents itself.</p>	<p>-Track student participation in professional development opportunities. -75% of STEP students will have completed at least one professional development experience by the time they graduate.</p>