

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Academic Advising

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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.

The academic advising assessment committee (David, Lisa, Anna, Kristin) wrote, and had approved, our first assessment plan in the 2022-2023 academic year. We have not assessed any of the goals, as of yet. Assessment will begin in the Fall 2023.

The assessment committee needs to update the Plan given that Kristin Jordan has joined A&S, and the Advising Office, previously located in the SSC, no longer exists in that capacity. Therefore, all goals, measures, outcomes, and targets assigned to the Advising Office in the plan are no longer applicable (or assessable). The committee will seek guidance on how to officially change the plan.

Selected Goal

Desired Outcomes/Objectives

Related Targets/Measures

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.

Assessment of Goal #1 will begin in 2023 - 2024. The Advising Working Group has been developing the student advisement survey that will assess parts of Goals 1-3.

A&S: An advising manual was created and distributed to A&S advisors in Spring 2023. Additionally, A&S piloted a Summer Advising program, providing training and support to faculty advisors who were recruited to advise incoming first year and transfer students for Fall 2023.

SOE&PS: Advising updates are revised and sent out to advisors each semester.

Crane School of Music: The Crane Advising Handbook is updated annually. Each semester, shortly before Crane's advising day, the Associate Dean sends an Advising Memo with updates, reminders, new information, information about course rotations, etc. to all Crane students and Crane faculty advisors. Under goal 1, 3. c. ii (Crane), we can report that 93% of spring 2023 graduating music majors (non-transfers, single majors) graduated in four years (66 of 71). Ten double majors (9 with two music majors, 1 music/non-music double major) also graduated in four years. In all, 81 non-transfer students graduated (including double majors), 76 (94%) of whom entered in Fall 2019.

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

We will complete the student advisement survey in Fall 2023 with the goal of collecting and analyzing the data in Fall or Spring. We anticipate developing the faculty advisement survey in Fall 2023 and collecting the other data planned (advising hold data, Starfish data) in Fall and Spring as possible, based on instrument development, approval, and dissemination timelines.

A&S: In addition to the above, A&S advisor feedback will be sought, and necessary revisions made to the Advising Manual prior to the advising period in Fall and Spring semesters. Also, feedback on the summer pilot program, and the resources and training provided, will be gathered at the end of August to inform the Summer 2024 advising program.

SOE&PS and Crane: Further revisions may be made based on faculty and student advisement surveys that we plan to administer in fall 2023-spring 2024.

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.

A&S developed a summer advising pilot program.