

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

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Assessment Year: *2022*

PURPOSE

This annual assessment summary form provides the opportunity for units to follow-up on their previous assessment work and reports 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: PRIOR YEAR ASSESSMENT PLAN FOLLOW-UP

A key component of the continuous improvement assessment process is following up on [prior year assessment plans and reports](#). Review your prior year plan and report and select one of the desired goals and outcomes to comment on any changes or improvements resulting from actions taken.

Prior Year Assessment Plan – Desired Goal and Outcome(s)

Goal: Strengthen relationships and communication with P-12

Objective: Restructure the Professional Development Schools (PDS) committee to allow for more focused discussion in specific content areas.

Target: Create 11 Advisory Committees one for each academic program and establish regularly scheduled meetings.

Result: There were 10 Advisory Committees created, and those committees met regularly.

Based on the outcomes, collected data/results, and planned actions, please describe what specific actions were taken and the resulting impact, if any.

The PDS committee included a representative from each SUNY Potsdam teacher education program, BOCES representatives, P-12 administrators, and P-12 teachers. Since the PDS committee included approximately 20 members and represented many content areas, it was

challenging for the committee to accomplish our goal of strengthening our partnerships and determining how we would prioritize our tasks. We were not able to address much, and some members felt it was a waste of their time. Therefore, we decided to restructure and create content specific Advisory committees that included faculty from each program and P-12 partners who were certified in the content. This new structure would allow us to focus on targeted content specific goals.

Ten out of the eleven Advisory committees were created and began meeting in the spring 2022 semester. Music is the only Advisory committee that hasn't been created yet and it is the only program that is not housed under the School of Education and Professional Studies. My goal is to begin the discussions with Crane to form the Music Advisory committee this semester. The first meeting for most of the committees focused on the P-12 partners sharing the program's strengths, the area where they felt growth would enhance the experience and teacher preparation and best mentoring practices. We also asked for feedback on ways to increase our enrollment and retention.

The Science and Special Education Advisory committees discussed ways we could strengthen our preparation and as a result, a science and SPED teacher from the Advisory committees presented effective teaching strategies and classroom behavioral management strategies to our Teacher Candidates in August at their Student Teaching Seminar. The Teacher Candidates ranked those two presentations as one of the top Seminar presentations. Some Advisory committees focused on reviewing program assignments and their partners used the Lawshee process to establish content validity of program assessments. Reviewers largely found the assessments as essential to the identified constructs. These content experts were encouraged to provide comments, which were discussed during post-review meetings to inform the program assessment and improvement process.

We are excited to continue to collaborate with our P-12 partners in the SPED Advisory committee as we begin to review and make the required changes to align our program with the new requirements for the all-grade band certificate. We feel this will be an opportunity for our partners to understand the process we need to complete to offer this new certificate and we would not have had this opportunity in the old PDS structure.

SECTION 2: ADDITIONAL ASSESSMENT HIGHLIGHTS (optional)

Assessment activity can take place that is not directly tied to previously submitted plans and reports. Please use this space to share any assessment success stories from this past year. What did you assess and how? What were the results? What did you learn from it and do as a result?