

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

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Date: 10/07/2022  
Assessment Year: 2021 - 22

**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)**

Copy/Paste or enter the goals and outcomes from your prior plan that you wish to highlight and summarize. Also list any relevant results data and planned actions that may have been previously listed.

Objective II: Review and improve campus policies and procedures to ensure that the campus is meeting the needs of the changing student body, and by extension, the changing profile of the campus community

Strategy : Restructure the Bias Incidence Response Team (BIRT) memberships and procedures and include additional training for members

The restructuring of the Bias Incidence Response Team membership and procedures has included the improvement of BIAS platform through the platform migration from Qualtrics to the Maxient Platforms. The new platform expanded on the administrative capacity to capture and track responses to Bias incidents reported by expanding record keeping capabilities and data collection. This change in platform allows for more robust gathering of information and tracking of response effectiveness. As such it directly informs decision making in the procedures and responses to incidents of bias on campus.

The experiences of inclusion and belonging experienced by our students and in particular those from historically marginalized communities has a direct impact on the experiences of student satisfaction, safety, sense of belonging on our campus. These experiences of inclusion and the response to bias incidents have an impact of retention and enrollment.

Our ability to understand and address challenges to fostering a campus culture of inclusion is dependent on establishing strong accountability measures that are informed by data, information which capture the experiences of our students. This data informs our understanding of cultural and community behavior patterns, BIAS training needs, effectiveness of procedures and practices. All of which have implications to the strengthening community connections, diversity, equity, and inclusion and the experience of Belonging on our Campus.

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

In addition to Bias Training presentations to Student Leaders, Student Associations, Residence Life Staff, Campus Athletes. This year we expanded the number of trainings utilizing BIAS Training Model - to include a presentation to incoming class of over 700 students, through Student Orientation Panel Presentation addressing Community Wellness and Safety . This presentation sought to address student wellness and safety services by providing an all inclusive presentation on campus supports including : BIAS Incident Reporting, Center for Diversity, Guidance, Health, Student Conduct, University Police, and Title IX. This presentation reinforced Student Safety and wellness as paramount to our Campus Culture and provided examples of supports and services available across each of these critical areas.

- Evaluations of Presentations were collected.
- The number of participants increased due to expansion of program to include orientation panel, student association group presentations, and residence hall staff presentations (45 Residence hall Staff Attended, 700 Incoming Student/ Orientation Meeting, 109 Student Leadership training attendees for Student Leader Seminar on BIAS) increasing the outreach by over 800 participants.
- The DDEI formed the Community Wellness and Safety Community which consist of representatives from DEI, Title IX, Student Conduct, University Policy, Health and Guidance to provide a platform for creating collaborative opportunities to address student support needs around issue related to bias incidents, social supports, advocacy needs, and student conduct. This committee meets monthly.

## **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?