SUNY Potsdam
Administrative Unit
Assessment Plan

Administrative Unit: Collegiate Science and Technology Program (CSTEP)   **Unit Contact Name:** Tammy Snell   **Date:** 11/18/2022

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PURPOSE
Administrative Assessment is an ongoing process that allows a unit to evaluate and – where necessary – improve its programs, services and operations. Assessment is a systematic approach to demonstrate continuous improvement in programs, services and operations. This template is to be used when creating your assessment plan. Assessment plans should be measurable, meaningful and manageable.

UNIT MISSION STATEMENT
To increase the number of students from under-represented groups who are pursuing professional licensure and careers in mathematics, science, technology and health-related fields via collaboration with SUNY Potsdam faculty/staff working with STEM-L majors. This work contributes to the college mission by preparing under-represented students to successfully lead lives enriched by critical thought, creativity and discovery.

GOAL #1
Reminder: Generally speaking, goals should be grounded in the mission of the unit, be broad, and linked to the overall institutional priorities and goals. They should focus on strengthening and improving critical functions, services and processes and reflect the most important/urgent priorities of the unit.

Provide program services and activities for under-represented students pursuing careers in scientific and technical fields and the licensed professions.

GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)	**Briefly describe the link between goal #1 and the institutional priority area(s) selected.**
☒ Retention and Enrollment ☒ Financial Stability and Analysis ☐ Academic Programs and Planning ☐ Strengthening Community Connections ☒ Diversity, Equity, Inclusion, & Belonging	Providing academic, financial, and personal support to students in the CSTEP program, all of whom are either under-represented minority or income-eligible students, has a direct impact on the retention of these students in several ways: • building these connections provides students with an increased sense of belonging • the additional academic support also ensures that students are making satisfactory academic progress • direct student financial support assists with the financial struggles of many of these students Increased retention of students contributes to the financial stability of the institution.

GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART…   Specific, Measurable, Achievable, Relevant, Time-bound

1A: CSTEP will successfully participate in recruitment activities to meet the annual targeted goal of 135 participants.

1B: All new applicants will be assigned a CSTEP advisor/counselor to assist them in their successful academic and career journey.

1C: All CSTEP participants will be offered targeted tutoring and academic support services.

1D: CSTEP counselors will request at least 2 meetings with each assigned participant per semester to monitor student progress and/or concerns.

1E: All participants will have access to specific financial supports to assist them in their academic and career success.

GOAL #1 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

1A: Method = Review of CSTEP Student Database to compare number of participants with targeted annual goal. Target = 135 participants.

1B: Method = Review of CSTEP Student Database for assigned counselor. Target = 100% of participants assigned to CSTEP Counselor.

1C: Method = Review of tutoring and academic supports offered to participants via in-person, email, bulleting boards, and TEAMS page.
   Target = 100% of participants offered these services.

1D: Method = Review of CSTEP counselor contacts with their assigned participants (emails, in-person, TEAMS page, meetings, workshops, etc.).
   Target = 100% of participants will have had at least 2 contacts from their assigned counselor during each semester.

1E: Method = Review of CSTEP funding applications to compare requests with actual approved funding. Target = 90% of requests will be funded (pending availability of grant/state funds).

GOAL #2
Provide services to enhance and increase under-represented students' involvement in experiential learning opportunities prior to graduation.

| **GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?** (Select all that apply)

☒ Retention and Enrollment
☒ Financial Stability and Analysis
☒ Academic Programs and Planning
☐ Strengthening Community Connections
☒ Diversity, Equity, Inclusion, and Belonging | **Briefly describe the link between goal #2 and institutional priority area(s) selected.**

Providing this experiential support to under-represented students assists them in finding their passion and gaining the skills to pursue this passion; in addition, it helps in bridging the gap between theory and practice while also connecting students to alumni and potential employers who can help them to secure career opportunities in the future. The increased success of these students because of these experiential opportunities has a direct positive impact in furthering many of the institutional priorities. |

GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART…   Specific, Measurable, Achievable, Relevant, Time-bound

2A: CSTEP will promote available experiential learning opportunities to all participants via in-person, email, TEAMS, workshops, CSTEP Seminars, etc.

2B: All CSTEP participants will have access to apply for funding support for their experiential learning opportunity.

2C: CSTEP will encourage and assist participants to apply for the SUNY Potsdam Kilmer Funds and the Presidential Scholars Program for independent student/faculty collaborative research.

GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

2A: Method = Review of various modes of dissemination of experiential learning opportunities for participants. Target = 30% of CSTEP members will participate in an experiential learning opportunity each academic year.

2B: Method = Review of CSTEP funding applications and accessibility/availability to its' members. Target = Provide funding support to 15 students annually to support them in their experiential learning opportunity.

2C: Method = Review of applicants for the SUNY Potsdam Kilmer Funds and the Presidential Scholars Program. Target = 3 CSTEP participants annually to successfully apply for Kilmer Funds and/or participate in the Presidential Scholars Program.

GOAL #3

Provide career and professional development opportunities to under-represented students.

GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)	Briefly describe the link between goal #3 and institutional priority area(s) selected.
☒ Retention and Enrollment ☒ Financial Stability and Analysis ☐ Academic Programs and Planning ☐ Strengthening Community Connections ☒ Diversity, Equity, Inclusion, & Belonging	Providing access to career and development opportunities plays a significant role in the success of our under-represented students at the institution and beyond. Increased student success outcomes for our under-represented cohort have a positive impact on future student enrollment of diverse students. In addition, students that are more engaged through these types of opportunities are more likely to be retained, which, then, increases the financial stability of the institution.

GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART…   Specific, Measurable, Achievable, Relevant, Time-bound

3A: CSTEP will offer and encourage all freshman and sophomore student participants to complete the CSTEP Career Exploration Seminar Series.

3B: CSTEP will offer and encourage all junior and senior student participants to complete the CSTEP Career/Graduate School Readiness Seminar Series.

3C: CSTEP will invite and encourage student participants to attend the annual CSTEP Student Conference or the annual NNY C/STEP Regional Career
     Exploration Symposium.

GOAL #3 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

3A: Method = Review emails and TEAMS posts Fall, Spring and Summer semesters for invitation to the CSTEP Career Exploration Seminar Series.
      Target = 100% of student participants with freshman or sophomore standing who have not already completed this seminar series will receive the invite.
      Target = 30% of freshman and sophomore CSTEP participants will have completed this seminar course annually.

3B: Method = Review emails and TEAMS posts Fall, Spring and Summer semesters for invitation to the CSTEP Career/Graduate School Readiness Seminar
      Series. Target = 100% of student participants with junior or senior standing who have not already completed this seminar series will receive the invite.
      Target = 30% of junior and senior CSTEP participants will have completed this seminar course annually.

3C: Method = Review of email and TEAMS posts for information related to the CSTEP Student Conference and Career Exploration Symposium.
      Target = CSTEP Student Conference – 4 students will attend, 1 student will present research.
      Target = NNY Regional C/STEP Career Exploration Symposium – 15 students will attend.