

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: Collegiate Science and Technology Program

Unit Contact -- Name: Tammy Snell

Phone: x2346

Email Address: snelltp@potssdam.edu

Date Submitted: June 2021

Mission Statement: The Collegiate Science and Technology Program will increase the number of students from under-represented groups who are pursuing professional licensure and careers in mathematics, science, technology, and health-related fields. CSTEP will serve 135 students annually.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
<p>1. Provide instructional support in “gateway courses” (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels, and tutoring for higher level courses at the junior and senior levels.</p>	<p>CSTEP will partner with the SSC, particularly, the Group Tutoring Office and other departments on campus to provide instructional and tutoring supports at the 1-to-1 and group level with the goal of assisting students in the successful completion of their STEM-L classes. These supports will involve maintaining a database listing all available tutoring options, including individual, group, and online. This information will be disseminated to students via email, TEAMS, office bulletin boards, and at mandatory student check-ins early in the semester and during meetings to discuss early alerts.</p>	<p>100% of CSTEP participants will receive tutoring information.</p> <p>CSTEP will track Early Alert grades, final grades, number of contacts, and contact hours for all students receiving group tutoring; and, will work with SSC to track effectiveness of group tutoring.</p> <p>60% of students receiving group tutoring will pass the tutored course.</p>
<p>2. Provide services to enhance and increase students’ involvement in research and/or internship opportunities, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation culminating in either a research project or written summary of internship.</p>	<p>CSTEP will provide the supports for students to participate in faculty-guided academic year research/internships and summer research/internships to include stipends, housing, travel funds, etc.</p> <p>CSTEP will recruit/assist students to apply for Kilmer funds and the Presidential Scholars Program for independent student/faculty collaborative research.</p>	<p>100% of students receiving CSTEP stipends for research/internships will be asked to complete a final summary of their research/internship experience. Target: provide 15 student research/internship stipends annually</p> <p>Target: 3 students annually to successfully apply for Kilmer funds and/or participate in the Presidential Scholars Program.</p>

	<p>CSTEP will also recruit students for UAlbany Summer Research Program (UASRP), Brookhaven-CSTEP Research Program, SUNY Optometry CSTEP Internship, NERA-Medprep, Summer Health Professions Education Program (SHPEP), Clarkson McNair Program, and other externally funded opportunities, such as NSF-REUs.</p>	<p>100% of external opportunities will be shared with students as they are received via TEAMS, facebook page, email, face-to-face, etc. Target: 4 successful applicants annually</p>
<p>3. Provide student professional development opportunities: workshops, poster presentations, publications in professional/research that promote access to careers in math, science, technology, health-related fields, and the licensed professions.</p>	<p>CSTEP will offer and encourage all 1st and 2nd year students participate in a Career Development Course targeting activities that are designed to assist students in exploring their strengths and skills and identifying career paths in line with their skills. The focus will be on resume writing, identifying experiential opportunities, etc.</p> <p>CSTEP will offer another course tailored to 3rd and 4th year students which is aligned to address the career development needs of upper level students. The focus will be on resume and/or cv writing, identifying and applying for experiential opportunities, the graduate school application process and the job search process.</p> <p>CSTEP will take students to the annual CSTEP Student Conference, the annual NNY Regional Career Exploration Symposium, and provide funding for other conferences where students will have the opportunity for professional development and to present their research.</p>	<p>100% of participants will be asked to complete a pre- and post-course survey. 100% of participants will submit a course portfolio. 50% of 1st and 2nd year program participants will complete this course.</p> <p>100% of participants will be asked to complete a pre- and post-course survey. 100% of participants will submit a course portfolio. 50% of 3rd and 4th year program participants will complete this course.</p> <p>CSTEP Student Conference: 10 students will attend - (4 will present) NNY Regional Career Exploration Symposium: 20 students will attend (3 will present) 100% of students attending these events will be asked to complete a post-evaluation survey.</p>
<p>4. Provide program services and activities that include: tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, and review for licensing examinations for students pursuing careers in scientific and technical fields and the licensed professions.</p>	<p>CSTEP will continue to work with various departments at SUNY Potsdam to offer activities and workshops that further the students' career development, such as the Health and Professional School Fair, Economic Fusion, resume/cv workshops, LinkedIn workshops, job search strategies. We will also provide academic counseling/advising, tutoring supports (see above), and financial assistance for test-prep/</p>	<p>CSTEP will promote/offer career development activities to 100% of students. 100% of workshop participants will be asked to complete post evaluation. 100% of students will be assigned a counselor upon their acceptance into the program. 100% of students will also have a minimum of 2 contacts per semester with this assigned counselor, through face-to-face, email or phone.</p>

	license courses and the exams. CSTEP will continue to maintain an active lending program to include textbooks, review books, calculators, laptops, etc. CSTEP will also complete targeted recruitment of eligible students.	100% of students requesting financial assistance will be required to complete a funding application. CSTEP will perform annual recruitment activities until target goal of 135 CSTEP participants has been reached. CSTEP will maintain diligent records of student activities and types/amounts of funding.
5. Provide Day of Service planning, implementation, and assessment for participation by CSTEP students in their local community or the local community of Potsdam to highlight the experience of CSTEP students in education for the licensed professions, scientific, and technical fields, and to provide an opportunity to showcase community collaboration in utilizing the skills learned in the classroom.	CSTEP staff and students will partner with NCSTEP, campus departments, regional colleges to provide Day of Service activities to students in local schools between the months of October and May to increase awareness of the CSTEP program and opportunities in STEM, licensed/healthcare careers.	At least 2 CSTEP students will be recruited as volunteers per annual event(s). Target goal: 60 middle school students will be exposed to opportunities in STEM, the licensed professions, and health related fields via the activities, demonstrations and handouts distributed at this event. 100% of attendees will be asked to complete a post-evaluation survey.
6. Develop and implement a CSTEP Advisory Committee with membership representation from various stakeholder groups, such as students, and campus faculty or staff.	Meet annually with the various stakeholders on the CSTEP Advisory Committee to discuss upcoming programming or calendar of events and assist with the self-review process.	1 formal meeting will be held annually for CSTEP program guidance/feedback. Minutes will be kept and sent to all members within 1 week following meeting date.