

**SUNY Potsdam
Administrative Unit
Assessment Plan**

Administrative Unit: Center for Creative Instruction (CCI)

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Assessment Cycle:

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

The CCI works to strengthen, enhance, and support teaching and learning by providing services, resources, programming, and collaborative opportunities to the campus community

GOAL #1

Improve teaching effectiveness both face to face and online through professional development in pedagogy.

GOAL #1 - 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
- X Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #1 and the institutional priority area(s) selected.

Instructors who are versed in effective teaching measures can deliver courses that are relevant, structurally aligned and assessed in innovative measures, thereby increasing the retention efforts for the students and developing confidence for the professors. Teaching effectiveness in the online space includes a laser focus on the development of and delivery of a culturally appropriate curriculum, thereby retaining more students.

GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES

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

1. Identify new/emerging pedagogical approaches to 21st century teaching/learning.
2. Identify practices most desired by, and beneficial for students.
3. Prepare faculty to adopt these approaches through professional development.
4. Measure the effectiveness of professional development through surveys deployed immediately after professional development and longitudinally.

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.

1. 100% of the CCI professional staff will attend at least three PD sessions offered through SUNY, local and regional conferences and present these findings to the CCI.
2. The CCI will survey 100% of Potsdam students to identify popular trends in educational environments and experiences, especially those used in their K12 experiences, with a goal of 35% return. Findings will be presented to the CCI Board for planning.
3. Through the work of the CCI board, the CCI will provide at least 10 high-quality training opportunities for faculty in new/existing approaches to pedagogy as identified through industry and student survey data.
4. Deploy PD effectiveness surveys after each session and measure PD effectiveness 1, 3 and 5 years out.

GOAL #2

Improve LMS support to the campus community through both group and 1:1 professional development activity.

<p>GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)</p> <p><input checked="" type="checkbox"/> Retention and Enrollment <input type="checkbox"/> Financial Stability and Analysis <input checked="" type="checkbox"/> Academic Program Excellence <input type="checkbox"/> Strengthening Community Connections <input type="checkbox"/> Diversity, Equity, Inclusion, & Belonging</p>	<p>Briefly describe the link between goal #2 and institutional priority area(s) selected.</p> <p>The adoption of a new LMS provides the opportunity for SUNY Potsdam to support students both face to face and online through the new LMS. Training is thus a vital link, with the assessment of this training being the driver of improved practice.</p>
<p>GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES Tip: Outcomes and objectives should be SMART... <u>S</u>pecific, <u>M</u>easurable, <u>A</u>chievable, <u>R</u>elevant, <u>T</u>ime-bound</p> <ol style="list-style-type: none"> 1. The CCI will ensure that professional development and services related to the deployment of Brightspace are meeting the needs of the student and Faculty. 2. The CCI will seek feedback from the CCI board regarding professional development specific to the deployment of Brightspace. 3. The CCI board will meet with the Computing and Technology Services on a bi-weekly basis to troubleshoot issues and gauge effectiveness of the Brightspace deployment. 4. The CCI via the Online Faculty Fellows will develop, deliver, and assess 2 or more Online Pedagogy Trainings to faculty across the college per annum. 	
<p>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.</p> <ol style="list-style-type: none"> 1. The CCI will collect student data regarding the rollout of Brightspace to the SUNY Potsdam Community via survey, with a goal of 35% return rate 1.1 The CCI will collect instructor data regarding the rollout of Brightspace to the SUNY Potsdam Community via survey with a goal of 55% return rate 2. The CCI will update the CCI Board bi-weekly on Brightspace issues and opportunities as documented through agendas. 3. The CCI will meet with CTS on a bi-weekly basis to troubleshoot issues related to Brightspace deployment as documented through agendas. 4. The Online Faculty Fellows will measure the immediate effectiveness of pedagogy trainings via an end of course survey. 	

GOAL #3

The CCI will work with faculty to design and develop high quality online courses.

GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☒ Retention and Enrollment
- ☒ Financial Stability and Analysis
- ☒ Academic Program Excellence
- ☒ Strengthening Community Connections
- ☒ Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #3 and institutional priority area(s) selected.

SUNY Potsdam must have high quality online courses and programs that can be built quickly and efficiently to drive non-traditional enrollment to the college. Online courses allow teaching by remote faculty which allows the College to attract and retain a faculty of greater diversity in both demographics and thought.

GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES

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

1. The CCI Instructional Design Team will create, in conjunction with faculty, at least 16 new online courses per annum
2. The CCI Instructional Design Team will work with Subject Matter Experts and Online Faculty Fellows to assess the quality of newly developed online courses as measured by the OSCQR rubric immediately following development.

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.

1. All OSCQR certified courses created each semester (minimum of 16) will be recorded in a spreadsheet and will be monitored at the conclusion of each semester.
2. Completed OSCQR rubrics will be stored and examined on a “first pass” and “final pass” basis to determine gaps in initial development processes and outcomes.

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GOAL #4 The CCI will work with faculty and staff to improve process, flow and communication of information to the campus community.	
GOAL #4 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply) <input checked="" type="checkbox"/> Retention and Enrollment <input checked="" type="checkbox"/> Financial Stability and Analysis <input checked="" type="checkbox"/> Academic Program Excellence <input checked="" type="checkbox"/> Strengthening Community Connections x Diversity, Equity, Inclusion, & Belonging	Briefly describe the link between goal #3 and institutional priority area(s) selected. SUNY Potsdam must work to improve the flow of information from students and faculty to campus entities such as One Stop, Human Resources, and the Registrar. The CCI website must work as a useful and informative conduit of information for the professional development opportunities and the design and delivery of high-quality online content for faculty across the College

GOAL #4 – DESIRED OUTCOMES AND OBJECTIVES

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

3. The CCI Design Team will work with administrative offices to design improve paperless forms through MS Power Automate
4. The CCI Design Team will provide monthly updates to the CCI website to best reflect the information of the Center.

GOAL #4 – 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.

3. The CCI Design team will work with offices across campus to create at least two enhanced information forms via MS Power Automate per annum.
4. The CCI Design Team will document changes to the CCI website through a detailed reporting sheet monthly as changes are made to the CCI website.