

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit:** Center for Diversity (CFD) , Division of Diversity, Equity, and Inclusion  
**Date:** 6/20/2023

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**Assessment Year:** 2022-2023

**PURPOSE**

This annual assessment summary form provides the opportunity for units to follow-up on their assessment plans, track progress toward goals, 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: ASSESSMENT PLAN FOLLOW-UP**

A key component of the continuous improvement assessment process is regularly following up on [your assessment plan](#). Please review your plan and select one-third of your unit goals, along with related desired outcomes and objectives to report on the progress made.

**Selected Goal**

Goal #3: Understanding and Improving student experiences of campus community engagement, belonging, and participation.

**Desired Outcomes/Objectives**

3A: Bias Incident Reporting and Response Processes: Bias incident reports will be used to assess prevalence, patterns of incidents and to inform training content, policies, procedures, and practice

3B: Campus Wide DEI Training Initiatives

3C: Delivery of student programs and activities which foster student experiences of community, belonging and inclusion.

**Related Targets/Measures**

3A: Bias Incident report (BIRT) administration will include timely reply and follow-up intake meetings with incident respondents and other parties involved. BIRT team response within 24 hours in 80% of reports submitted. Respondent support and resource needs will be assessed and referrals to campus resources will be made as needed (UP, Title IX, Student Conduct, Guidance, Health) same day of follow-up intake. Outreach and information gathering meetings will be scheduled with identified parties involved to the degree necessary to capture incident details and to remedy incident impact. Bias incident response activities will be recorded on the Maxient the Administrative platform for BIRT, within 3-5 business days from intake in 80% of reports. Data from system will be used for annual reporting, training content decisions, recommendation for revisions to policies, procedures, and practice.

3B: DDEI & CFD Staff will deliver training to individual campus departments including and not limited to: Residential Life, Academic Departments, Admissions, Financial Aid, and other student facing departments with a goal of conducting a minimum of 3 Presentations per semester. The CFD in collaboration with the DDEI will administer programmatic assessment and evaluation tools as part of its program delivery and resources development efforts in support of DEIB institutional goals. The CFD staff will serve as members of the BIRT Team. The CFD Staff will join campus wide training, programming, and student lead activities in support of DEIB. All residential life staff and resident assistants will participant in Bias Incident Response Training annually. DDEI will provide regular consultation to Resident Life staff in the event of any bias, racial, incidents.

3C: Please see below table for list of events that took place during the 2022-2023 Academic year sponsored by the Center for Diversity.

**Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.**

3A: In addition to DEIB trainings delivered to the various campus student groups (Leaders, Student Associations, Student Government, Athletics), The DDEI division continued to deliver training to individual department with the goal of reaching all campus departments during the 2023 calendar year.

3B: The Center for Diversity/ DDEI offered training presentations and DEIB information sessions to the following campus department, to which 65 faculty and staff members have attended:

- Campus life staff and students leaders, Student Leadership Conference
- Residence Life professional staff and RA staff
- Student Athletes
- University Police
- Crane School of Music
- Athletics Department
- Health Department
- Guidance
- Building Maintenance and Operations

**3C:**

Date	Event Title	Type of Event	Date	Event Title	Type of Event
8/25/2022	Campus Welcome and New Student Convocation	Speaker	2/24/2023	Black History Month Bash Sponsored by Black Student Alliance	cultural
8/26/2022	Games and Activities at the CFD Lounge	Social	2/25/2023	Live Now: Day Hike/ Snowshoeing	social
9/21/2022	Understanding Impact & Addressing Bias Incidents on our Campus: Language, Race and other Identity-Related Issues	Workshop	3/6-10/23	Live Now: Alternative Spring Break Trip at Camp Dudley	Social
9/24/2022	Lake Placid White Water Rafting	Social	3/16/2023	Days of Reflection: Potsdam Community Reflections	panel/workshop
9/26/2022	Understanding Impact & Addressing Bias Incidents on our Campus: Language, Race and other Identity-Related Issues	Workshop	3/17/2023	Days of Reflection Sponsors Keepin' It 100: Monthly Diversity Dialogue Series	roundtable
9/28/2022	10,000 Flags Art Installation: National Day for Truth and Reconciliation	Cultural	3/17/2023	Days of Reflection Film: A love Letter	Film/workshop
9/29/2022	10,000 Flags Art Installation: National Day for Truth and Reconciliation	Cultural	3/23/2023	Beaded Strawberry Workshop	Cultural/Workshop
9/30/2022	Orange T-Shirt: National Day for Truth and Reconciliation	Cultural	3/28/2023	Careers in Counseling and Mental Health	workshop
10/1/2022	Celebrating Potsdam Community Cookout	Social	3/30/2023	Careers and Research in Ecology and Biology Workshop	workshop
10/25/2022	Spooktacular Sisson Hall Open House	Workshop	4/7/2023	SUNY Potsdam Women's Lacrosse Orange Shirt Game	Cultural/ Athletic
11/13/2022	Destiny USA Trip	Social	4/12/2023	Debt Free Like Me: Financial Literacy Workshop	workshop
11/30/2022	Neuroscience of Self Care Workshop	workshop	4/14/2023	Keepin' It 100: Monthly Diversity Dialogue Series	Roundtable
12/2/2022	Keepin' It 100: Monthly Diversity Dialogue Series	Roundtable	4/17/2023	Diversity In STEM Forum: Dr. Monica Martinez-Wilhelmus	Roundtable
12/14/2022	Wellness Week: Day of Relaxation	health and wellness	4/22/2023	Live Now: Day Hike/ Snowshoeing	social
1/24/2023	Lego Tournament	social	4/27/2023	SUNY Potsdam Students Sharing Culture through Food	cultural
2/3/2023	Black History Month Open Discussion Sponsored by Black Student Alliance	cultural	5/1/2023	Missing & Murdered Indigenous Women: Presentation	cultural
2/8/2023	CFD Student Association Budgeting	workshop	5/3/2023	Diversity In STEM Forum: Dr. Jeanette Davis	roundtable
2/10/2023	Keepin' It 100: Monthly Diversity Dialogue Series	roundtable	5/5/2023	March for Missing and Murdered Indigenous Women	cultural
2/17/2023	Black History Month Paint and Sip Sponsored by Black Student Alliance	cultural	5/8/2023	Yoga and Mindfulness workshop	health and wellness
2/18/2023	Live Now: Snow Tubing at Titus Mountain	social	5/16/2023	Graduate Recognition and End of the Year Celebration	social

Throughout the 2022-2023 academic year, the Center for Diversity sponsored 40 programs in hopes to engage the student body specifically those from a diverse background or historically marginalized students. These programs were designated as the following categories: social, workshop/trainings, cultural, or roundtable. Through these programs we were able to continue the LIVE NOW programming series which served to allow students, particularly those who would not typically have access or means, to experience the North Country and outdoor activities within the Adirondacks. Additionally, the Center for Diversity in partnership with the CSTEP office and various STEM departments on campus developed a workshop series titled “Careers in”. The workshops were designed to expose diverse students into the prospects of pursuing STEM focused degrees and what those Careers would entail/provide them. Other highlights include the return of the Days of Reflection programming block and the creation of a roundtable dialogue series titled “Keepin’ it 100”. This roundtable is designed to promote community on campus, allow an opportunity for students to engage with faculty and staff members outside of an academic environment, and discuss the Potsdam experience from the student perspective to create and foster a more inclusive environment.

The program breakdown is as follows:

Social – 11

Workshop/Trainings- 13

Cultural- 9

Roundtable-7

Some highlights would include: our Sisson Open House which had 40 participants, our Dialogue series which collectively had an attendance of 96 faculty, staff, and students, the return of Days of Reflection programming which had 77 in attendance, and lastly our March for Missing and Murdered Indigenous Women which had 50 participants.

The 2021/2022 academic year had a total of 25 programs with a total attendance of 302. This year, we had a notable increase of 60% in programs (15 programs) and an attendance increase of 144.7% (739). As we move into the 2023/2024 academic year, we would hope to strive for a continued increase of 5-10% in attendance growth which would be an increase of 37-74 participants in our programs.

Our social and cultural programs were assessed by participation and word of mouth with students in determining what types of activities they would like to see. Workshops/trainings and roundtable programs were assessed by feedback surveys at the end of the program or series of programs. The feedback was collected by paper and through a Qualtrics survey.

**Based on the assessment data and information shared above, what planned actions were or will be taken as a result?**

3A: The reformation of the BIRT to have multiple informed individuals to be able to spread the case load and allow students the ability to choose a representative that they may feel most comfortable with when reporting.

3B: Based on feedback from offices after the conclusion of the presentation, changes were made in terms of formatting and examples used to best demonstrate the topic matter. Additionally, the information provided was altered to best accommodate the unique situations that appeared throughout the 2022-2023 academic year to educate participants on how best to identify and remedy these for the next academic year.

3C: Based on the assessment data above, the CFD will be taking a more formalized approach to assessing programs utilizing the Get Involved platform or Qualtrics surveys. These will be particularly crucial for our trips and workshops to accurately determine how successful these events were. Students will be informed beforehand that at the end of the program there will be a time to provide feedback in which we shall hope to achieve 80% response rate of those who participated in the event. Social programs will continue to be assessed by participation of students and word of mouth feedback, particularly those of no cost to the department. Other forms of continued assessment will be meeting minutes with our Student Association where we discuss program ideas and the events calendar.

**SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY**

Please use this space to share an example from this past year when you used assessment and data to plan and/or take action. Be sure to include any available information relating to the results and impact. Your example for this section does not need to be directly tied to your previously submitted administrative unit assessment plan.

Feedback from our social/culture activities were used to determine which topics or ideas should be pursued during the next academic year.

Our students expressed that they would like to see more trips that, as well as other opportunities to explore the north country and participate in activities they normally would not be able to in New York City. Utilizing their feedback, we have planned a new rafting trip that would allow for students to both participate in rafting and shopping by changing the location to Watertown, NY. Additionally, we are planning a return to Destiny USA mall, planning a trip to Ottawa for students to have a new experience, and have plans to bring students apple picking/pumpkin picking at the local orchards.