

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: *Center for School Partnerships and Teacher Certification*

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Mission Statement: The Center for School Partnerships and Teacher Certification is dedicated to developing future educators. This is done by providing unique hands on experiences with public/parochial schools and their highly qualified faculty/staff who partner with SUNY Potsdam. Our staff continually offers one-on-one support and guidance to our teacher candidates.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
Commitment to savings through reduction, efficiency, revenue generation or other by using technology. (Reduce the Center's OTPS expenses by 50%)	Ensure all of our forms are fillable and email them to constituents (EAF Forms) Reduce printing forms, emails, etc. Reduce mailing forms and email them instead	Review the expenditures at the end of the year 2019-2020 Cost: Ink and Toner Cartridges = \$550.93 Duplicating = \$1550.97 Postage = \$148.20
Commitment to support the diversity, equity, and inclusion strategic plan.	Employees, Teacher Candidates, Supervisors: attend trainings (ex. Microaggressions) to identify our own biases and implement strategies that support all individuals Review all documents to ensure we have inclusive language	Implement reflective practices Review Guidebooks, forms, emails, etc. to ensure Language on all communications is supportive of all individuals Ask Center for Diversity to review documents
Strengthen relationships and communication with P-12	The CFSPTC employees collaborate with faculty from all SOEPS programs who require a field experience. Placements, expectations, definitions are easily accessible to all constituents. Collaborate with P-12 Partners to enhance opportunities for candidates	The placement process is centralized with the Center for School Partnerships and Teacher Certification and 100% of placements were secured by CFSPTC. Shared folder in Google to communicate with faculty and P-12 partners. An MOU has been signed by each district where field experiences have been secured.

Enrollment and Retention	Increase enrollment and retention	PDS Committee – sharing stories with prospective candidates, host a virtual Open House for prospective teacher education students Offer ongoing support virtually with drop in sessions and frequent informational meetings
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