

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: The Rebecca V. Sheard Literacy Center, Thomas O’Shaughnessy Assistive Technology Center, The Diana Noles Math and Science Center

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Date Submitted: 9/1/2020

Mission Statement: The Rebecca V. Sheard Literacy Center, Thomas O’Shaughnessy AT Center and Math and Science Center’s mission is to provide our elementary/secondary education students practical experience and credit toward their required educator hours, promote literacy education to the greater Northern New York communities, offer resources and educational support for teachers and parents on issues of literacy education across the curriculum, and house state-of-the-art classrooms for the School of Education faculty who teach literacy courses and other courses that integrate literacy into the curriculum. In addition, the Literacy Center houses and maintains partnerships with projects that promote leadership and research on current issues, pedagogy, and curriculum in literacy education.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
Provide opportunity for our Childhood/Early Childhood Education Students to engage with elementary aged children in the components of literacy, fulfilling hours toward their New York State pre-student teaching observation requirements.	Childhood/Early Childhood students will deliver lessons under the supervision of certified teachers to students in grades Pre K – 2.	<ul style="list-style-type: none"> • Moodle will be used to track student progress and lesson plan development. • Education students will be observed as they deliver lesson content and will be given feedback.
Provide opportunity for our Secondary Education Students to participate in practical experiences with students to enhance their programming.	Events such as From Page to Stage and The Write Spot which directly involve our secondary education majors will be organized and carried out.	<ul style="list-style-type: none"> • Attendance data and professional development descriptions will be kept from events held in the Center’s facilities/spaces.
Provide quality literature to the students on our campus for completion of coursework.	Students will access the collections in the Rebecca V. Sheard Literacy Center for their course projects.	<ul style="list-style-type: none"> • Tiny Cat will be used to monitor circulation • Data will be collected for materials that are used in the Center.

Provide resources, including materials on reserve, for faculty, students and staff across our campus and community.	Resources will be accessed both within the Center and as loans from the Center.	<ul style="list-style-type: none"> • Use of resources in the Center will be monitored through our sign out system • Data will be collected for resources that are signed out of the Center.
Schedule various classes in the Center's spaces including the Literacy Center Balcony, Thomas O'Shaughnessy Computer Lab and the Math and Science Center (Satterlee 104, 104A, 212, 214 and 260).	Classes will be held in the Centers allowing for greater use of space and technology available in these spaces.	<ul style="list-style-type: none"> • A calendar that tracks use of spaces will be maintained to document usage.
Continue to develop the Math and Science Center into a Technology Hub for the Education Department with updates to technology and the space in Satterlee 312.	New furniture that accommodates the students and faculty using the space will be purchased. Technology will be updated to correlate with the technologies used in the schools when students are in the field during Block I, Block II and student teaching.	<ul style="list-style-type: none"> • Space will be outfitted with new furniture that compliments the previous update • Technology needs will be assessed and met.
Offer the Center as a space for continuing education, seminars, programs, professional development, etc.	Events will be held in the Center's that promote educational professional development.	<ul style="list-style-type: none"> • A calendar that tracks use of spaces will be maintained to document usage.
Collaborate with other departments on campus to offer professional development such as Journey Into Literacy and the Early Childhood Education Spring Fling.	Events will be planned in collaboration with other departments and staff to offer high quality professional development.	<ul style="list-style-type: none"> • Brochures and promotional materials along with attendance rosters will be available to track offerings and participation rates.
Participate with various initiatives on campus that promote literacy and learning such as programs for ELL and striving readers and writers.	Assistive Technology options will be explored in regard to specific needs of students referred to the Center. Seminars will be held for students in introductory special education courses.	<ul style="list-style-type: none"> • Meetings attended will be documented • Anonymous lists of students that are served by the Center will be kept.
Update website to more accurately depict what the Center has to offer, its mission statement and goals.	Website will more accurately describe current programming and events offered by the Centers.	<ul style="list-style-type: none"> • Website will be reviewed for accuracy by Center Director and staff along with an outside reviewer (TBD).
Communication to Center donors will be initiated and maintained through email and newsletters.	Emails will be sent to all current donors in the Center with updates on the events and programs that their donations support and a newsletter distributed in the fall, spring and summer will go out to all alumni.	<ul style="list-style-type: none"> • Email communication will be saved with responses from the donors • Electronic copies of newsletters will be saved as evidence of communication.
Investigate possibility of holding an Accepted Students Admissions event for students applying to Potsdam interested in the education program.	Contact will be made with the admissions department to coordinate a day in the spring to hold an accepted students event in the Center.	<ul style="list-style-type: none"> • Communication via email will be tracked and saved • Information involving the day will be collected such as student attendance, brochures, etc.

