

**SUNY Potsdam  
Administrative Unit  
Assessment Plan**

**Administrative Unit:** North Country Science & Technology Entry Program

**Unit Contact Name:** Mary Stickney

**Date:** December 9, 2022

**Phone:** x2584

**Email Address:** stickme@potdam.edu

**Assessment Cycle:** 2022-2026

**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**

To increase the number of students from underrepresented groups prepared to enter college in the fields of science, technology, engineering, mathematics, health, and the licensed professions via collaboration with local school districts and SUNY Potsdam faculty and staff.

**GOAL #1**

*Reminder: Generally speaking, goals should be grounded in the mission of the unit, be broad, and linked to the overall institutional priorities and goals. They should focus on strengthening and improving critical functions, services and processes and reflect the most important/urgent priorities of the unit.*

Provide program services and activities for underrepresented students prepared to enter post-secondary institutions in STEM and health related fields of study.

**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
- ☒ Diversity, Equity, Inclusion, & Belonging

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

Providing tutoring, academic counseling, and career exploration to students in NCSTEP, all of whom are either underrepresented or economically eligible students, has a direct impact on the number of students who apply to post-secondary institutions. NCSTEP students are supported throughout their high school careers, which helps them to meet the qualifications to be strong college applicants and be better prepared for the rigors of college coursework.

**GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES**

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

1A: NCSTEP will conduct recruitment activities to meet the annual target goal of 235 participants.

1B: All NCSTEP participants will be offered targeted tutoring as well as other academic support services as required/requested.

1C: All NCSTEP students will have weekly access to their NCSTEP counselor for one on one and group academic support sessions.

1D: All NCSTEP participants will be offered grade specific financial supports to assist them in their academic success.

**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.

1A: Method = Review of NCSTEP Student Database to compare number of participants with targeted, annual goal.

Target = 235 participants.

1B: Method = Review of tutoring and other academic supports offered to participants via in-person meetings, workshops, email, Google Classroom, etc.).

Target = 100% participants offered these services

1C: Method = Review of NCSTEP counselor contacts with participants (in person meetings, workshops, emails, Google Classroom, etc.).

Target = 100% of participants will have had a minimum of two contacts with their counselor(s) during the school year.

1D: Method = Review of NCSTEP funding applications and supports with actual approved funding.

Target = 90% of requests will be funded (contingent on availability of grant and state funds).

**GOAL #2**

Provide services to enhance and expose NCSTEP students to the college process.

<p><b>GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?</b> (Select all that apply)</p> <p><input checked="" type="checkbox"/> Retention and Enrollment  <input checked="" type="checkbox"/> Financial Stability and Analysis  <input type="checkbox"/> Academic Programs and Planning  <input type="checkbox"/> Strengthening Community Connections  <input checked="" type="checkbox"/> Diversity, Equity, Inclusion, and Belonging</p>	<p><b>Briefly describe the link between goal #2 and institutional priority area(s) selected.</b></p> <p>Providing guidance and support to underrepresented students as they explore their college options has a direct impact on the number of students who enter post-secondary institutions. NCSTEP students receive individual assistance with SAT/ACT waivers and test prep; identifying colleges that are in line with student interests; completing college applications; managing the FAFSA and other supplemental college funding opportunities; and visiting college campuses in person. NCSTEP students also receive financial support to take college credit courses while in high school to save money by reducing future college costs, show college admissions officers the seriousness of their intentions, and to become accustomed to the rigor of college coursework.</p>
<p><b>GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES</b>  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> <p>2A: NCSTEP junior and senior participants will be offered SAT and ACT preparation and fee waivers.  2B: NCSTEP senior participants will complete a Senior Survey where they identify their support needs as they weigh their post-secondary options and academic goals.  2C: NCSTEP counselors will assist senior participants as they complete college applications and apply for financial aid.  2D: NCSTEP will offer college campus visits to colleges with identified student interest.  2E: NCSTEP will offer financial support to junior and senior participants taking college level coursework while still in high school.</p>	
<p><b>GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS</b>  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> <p>2A: Method = Review of counselor notes and general outreach regarding fee waivers and Kaplan test prep services.  Target = 100% of NCSTEP juniors and seniors will be offered this service.  2B: Method = Review of Student Database to determine how many seniors completed their Senior Survey.  Target = 75% of seniors will complete the Senior Survey.  2C: Method = Review of counselor notes and Student Database to determine how many senior participants will be matriculating at a post-secondary institution after graduation.  Target = 75% of senior participants will enter a post-secondary institution after graduation.  2D: Method = NCSTEP staff will review Senior Surveys and offer campus visits to most requested campuses.  Target = Five campus visits will be offered during the year.  2E: Method = Review of NCSTEP Tuition Assistance Funding Applications to compare requests with actual funding.  Target = 90% of requests will be funded (contingent upon availability of grant/state funds).</p>	

**GOAL #3**

Provide program services to enhance and increase underrepresented students' involvement in research experiences.

**GOAL #3 - 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
- ☒ Diversity, Equity, Inclusion, & Belonging

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

Providing research experiences to underrepresented high school students provides opportunities for development of necessary educational, career, and life skills. Engaging in research trains students to be critical thinkers, strengthens problem-solving abilities, improves verbal and written communication skills, and exposes students to potential career options. Research is also excellent preparation for most college courses and helps students to build solid resumes as they apply to college.

**GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES**

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

3A: NCSTEP will host a weeklong summer research opportunity each July for rising 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade participants.

3B: NCSTEP will promote available research opportunities to all participants via in person meetings, email, social media, and Google Classrooms.

3C: All NCSTEP participants will have access to apply for funding support of their research opportunity.

3D: NCSTEP will provide the opportunity for students to present their research at the Annual STEP Statewide Student Conference in March.

**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.

3A: Method = Review of Student Database to compare number of students who participated in the summer research program to targeted goal.

Target = A minimum of eight students will participate in the NCSTEP summer research program.

3B: Method = Review of various modes of dissemination of research opportunities for participants.

Target = 10 students will participate in a research experience each year.

3C: Method = Review of NCSTEP funding applications.

Target = Provide funding support to 100% of NCSTEP students participating in a research experience (contingent on availability of grant and state funds).

3D: Method = Review of research abstracts received to determine which students are prepared to present at the Annual STEP Statewide Student Conference.

Target = One NCSTEP student will present at the Conference.