SUNY Potsdam
Administrative Unit
Assessment Summary Form

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

Desired Outcomes/Objectives
3A: NCSTEP will host a weeklong summer research opportunity each July for rising 10th, 11th, and 12th grade participants.
3B: NCSTEP will promote available research opportunities to all eligible participants via 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 Statewide Student Conference

Related Targets/Measures
3A: Method = Review of student database to compare number of students who participated in Summer Research Week to targeted goal.
     Target = Eight students will participate in the NCSTEP Research Week.
3B: Method = Review of various modes of dissemination of research opportunities for participants.
     Target = Ten students will participate in research opportunities.

3C: Method = Review of NCSTEP funding applications.

Target = 100% of NCSTEP students participating in research experiences will be offered funding support.

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

Target = One NCSTEP student will present at the STEP Student Conference.

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: Surpassed goal with eleven students participating in the NCSTEP Summer Research Week.

3B: Surpassed goal with twenty-one students participating in research opportunities.

3C: Met goal with 100% of NCSTEP students who applied for funding support for their research receiving it.

3D: Met goal with one NCSTEP student presenting her research at the STEP Student Conference.

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

NCSTEP met or surpassed the target for each of the objectives related to this goal, therefore we will continue with the measures and actions that are currently being implemented. This year, NCSTEP increased its number of students participating in research by partnering with the St. Regis Mohawk Tribe, the Roswell Cancer Institute, and their Mohawk Youth Health Ambassador (MYHA) program. This new initiative allowed for NCSTEP students to take part in research during the academic year as well as the summer term. We plan to continue this relationship to provide expanded research opportunities for the students we serve.

SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY

NCSTEP redesigned the Senior Exit Survey to include more measurable results and to be offered online to reach the maximum number of seniors. This year, 88% of NCSTEP graduating seniors completed the Senior Exit Survey, compared to last year's rate of 64%. The results of this survey are used to assess and improve current programming. Information gathered through this assessment tool is also used in end of year reporting to the New York State Department of Education.