

**SUNY Potsdam
Administrative Unit
Assessment Plan**

Administrative Unit: Rebecca V. Sheard Literacy Center

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Assessment Cycle: 22-25

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

The Rebecca V. Sheard Literacy Center's mission is to provide literacy education to our campus community as well as the greater Northern New York communities, resources and educational support for teachers and parents on issues of literacy education across the curriculum, and 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.

The mission of the Diana Nole Math and Science Center, under the direction of the Rebecca V. Sheard Literacy Center is to promote STEM related educational opportunities. The Math and Science Center strives to provide a space in which SUNY Potsdam serves as a local leader in technology education and innovation along with supporting math and science initiatives.

GOAL #1 (2022-23 academic year)

Provide resources and materials to faculty, college students and the community for development of skills in literacy education.

<p>GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)</p> <p><input checked="" type="checkbox"/> Retention and Enrollment</p> <p><input type="checkbox"/> Financial Stability and Analysis</p> <p><input type="checkbox"/> Academic Programs and Planning</p> <p><input checked="" type="checkbox"/> Strengthening Community Connections</p> <p><input checked="" type="checkbox"/> Diversity, Equity, Inclusion, & Belonging</p>	<p>Briefly describe the link between goal #1 and the institutional priority area(s) selected.</p> <ul style="list-style-type: none"> • Growing our book collection with new literature for use by the education classes allows students and faculty to focus on their interests and needs as future educators – this supports retention and enrollment in that it emphasizes our commitment to our students to stay current with trends in literacy. • Books and materials are purposefully selected and purchased for use in our after-school programs which focus on strengthening our community connections with the greater Potsdam area communities • There is a specific section of the Center dedicated to collected works that address diversity, equity, inclusion and belonging. This section is added to each semester with materials that address these timely topics. These books are used by faculty in coursework as well as students.
<p>GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES 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>1A. The Rebecca V. Sheard Literacy Center will purchase books that are current Coretta Scott King award winners each year.</p> <p>1B. The Rebecca V. Sheard Literacy Center will purchase and/or provide resources in collaboration with one or more faculty members to support their coursework and/or special events each semester.</p> <p>1C. The Rebecca V. Sheard Literacy Center will add at least five books to the Diversity or Social Emotional book collections each year.</p> <p>1D. The Rebecca V. Sheard Literacy Center will purchase materials and books to supply the after-school program themed mentoring sessions.</p>	
<p>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.</p> <p>1A/C. A list of the Corretta Scott King, Diversity, Social Emotional and themed books purchased will be generated.</p> <p>1B. At least one collaboration with an instructor in the education department during the spring and fall semester. Report of project conducted will be generated with collaboration description and number of students involved.</p> <p>1D. Lists of books and materials purchased for the after-school program will be generated and surveys of their effectiveness will be conducted with mentors Program needs will be met at 100%.</p>	

<p>GOAL #2 (2023-24 academic year)</p> <p>Develop the science and math center into a space for advanced learning in technology for our education students.</p>	
<p>GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)</p> <p><input checked="" type="checkbox"/> Retention and Enrollment</p> <p><input type="checkbox"/> Financial Stability and Analysis</p> <p><input type="checkbox"/> Academic Programs and Planning</p> <p><input checked="" type="checkbox"/> Strengthening Community Connections</p> <p><input checked="" type="checkbox"/> Diversity, Equity, Inclusion, and Belonging</p>	<p>Briefly describe the link between goal #2 and institutional priority area(s) selected.</p> <p>Enrollment and retention are positively influenced by a facility that demonstrates its commitment to staying current with resources, faculty expertise and training opportunities. The Math and Science Center strives to offer current technologies and trainings to our faculty, students, and educator community. Technology offers avenues for the inclusion of all students in learning communities – the math and science center strives to work with personnel who have expertise in these technologies for professional development opportunities.</p>
<p>GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES</p> <p>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. The Math and Science Center will house a ClearTouch system with all its built-in features for modeled classroom use by the academic year 2023-24.</p> <p>2B. The Math and Science Center will host at least one technology professional development session during the academic year 2023-24.</p> <p>2C. The Math and Science Center will offer training sessions to the faculty on use of the ClearTouch features at least once during the academic year 2023-24.</p>	

GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS

- 2A. A Clear Touch screen with all the system technologies will be installed and available for faculty and student use by the academic year 2023-24.
- 2B. Successful collaboration with our local BOCES offering at least one “current technologies” professional development session in the Math/Science Center. Surveys will be conducted with the attending participants for training satisfaction and future ideas for sessions.
- 2C. 1 training session per semester will be provided for faculty on effective use of the ClearTouch system and its features during the academic year 2023-24. The attendance goal will be at least 5 faculty members in attendance. Surveys will be conducted for training satisfaction and future ideas for sessions

GOAL #3

Regularly communicate with donors, honor their requests and participate in efforts for continued support as well as seek grant funding. Without financial support from our donors, the mission of the Rebecca V. Sheard Literacy Center would not be possible.

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.

The mission of the Rebecca V. Sheard Literacy Center is deeply rooted in providing programming and services to our students, faculty and the greater community. These mission components support retention and enrollment by maintaining SUNY Potsdam’s reputation of providing experiences with school aged children early in the education program and providing student support. These experiences strengthen community connections with our local area schools and families. A concerted effort is extended by the Center to promote diversity, equity, inclusion and belonging through the workers hired, materials collected for course use and the populations we serve. We would not be able to support any of these efforts without maintaining financial stability and analysis of our donor funds and spending.

GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES

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

- 3A. Communicate donor appreciation and reporting on how funds were used at least once a year to the donors that support the Center
- 3B. Schedule one meeting per semester with the Foundation Office to explore maintaining and/or procuring other financial opportunities.
- 3C. Submit at least two grant applications per academic year to secure opportunities that will support the programs, events and services of the Rebecca V. Sheard Literacy Center.

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. Evidence of all (100%) communication will be provided for the Foundation Office of all communication that takes place during the academic year.

3B. At least one meeting per semester will take place with Foundation Office personnel. Documentation of all work with the Foundation Office such as emails and meetings will be kept in a One Drive file.

3C. At least two grant applications will be filed each academic year. Documentation of these applications will be kept on file.