

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Title IX- Diversity, Equity, and Inclusion
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Date: July 18, 2023
Assessment Year: 2022-2023

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

Improve the campus culture related to the prevention of sexual violence for the better through the successful implementation of the Culture of Respect goals and objectives established by the Campus Leadership Team.

*The Culture is a new initiative implemented by the Title IX and Student Conduct Office

Desired Outcomes/Objectives

Copy/Paste or enter the desired outcomes and objectives connected to your selected goal that you will be reporting on.

As part of the Culture of Respect program, the campus leadership team has developed 19 total goals/objectives. The Title IX office track the outcome and completion of the following:

- Review protocols for initial care of reporter for consistency
- Develop step by step procedures for reporting instances of sexual harassment to be made available to students to include University Police, Counseling Center, transportation, Student Health Services.
- Increase the student response rate on the SUNY Climate survey from 22% to 25% for the Spring 2023 survey.
- Measure effectiveness of employee training - in the Spring 2023 SUNY Climate Survey there will be a 5% increase in the number of faculty or staff who indicate that they feel comfortable about their knowledge of when to refer and who to refer to.

Related Targets/Measures:

The goals/objectives identified through the Culture of Respect program will be met by the end of the Fall 2023 semester.

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.

A review of protocols for initial care of reporter for consistency was conducted. Area of improvement were identified as providing separate resources and support for complainants and respondents and provide clear reporting sources to include QR codes on printed handouts and educational materials.

Resource and support tabling cards and resource wheel with QR codes to reporting forms and Title IX page were developed. Distribution of materials began at the end of the Spring 2023 semester and a full roll out of new print materials will be available to students during the Fall 2023 semester. Departments were asked to post flyers on their local bulletin boards and provide resource cards at their counter and or waiting areas. Resource and support wheels will be provided to new incoming students and their families. For consistency, resource cards, wheels will be utilized by the following departments: University Police, Residence Life, Student Conduct, Student Health, and the Counseling Center. In total for distribution, 600 black/white resource wheels for new students and families, 500 color resource wheels will be posted around campus on local department bulletin boards and all resident hall boards and laminated wheels in bathrooms. 400 resource cards were made available at tabling events during the Spring 2023 semester and will continue to be available in department offices and tabling events.

Revisions were made to the Title IX webpage including the sections title, Reporting Options and Important Information, to include detailed information, procedures and reporting options. The sections labeled, "If It Happens to You", was updated with more details and links to newly developed materials. Contact information was updated, general reporting form was added to the Title IX page. QR codes were added to all printed materials that will be used at tabling events and educational flyers that will be distributed around campus during the Fall 2023 semesters. 1,000 flyers and 100 table tents for educational material were designed and printed at the end of the Spring 2023 semester to be used in 1-2 week cycles around campus. QR codes on the materials were created to offer easy access to reporting forms, procedures and resources available to the campus community. Educational materials include 142 flyers of each educational topic (healthy relationships, unhealthy relationships, bystander intervention, RAVE, consent, consent is not, and amnesty policy). 200 Title IX Process Flow charts were created for distribution to students when they meet with the Title IX Coordinator or Director of Student Conduct and posted on the Title IX webpage.

Several measures were taken to increase the student response rate on the SUNY Climate survey for the Spring 2023 survey. Two additional reminder emails were sent from campus administration (Officer in Charge Neisser on 4/10/23 and Chief Diversity Officer Richardson-Melecio on 4/28/23) as well as SUNY emails sent on 4/11/23, 4/15/23, 4/20/23 and 4/29/23. A tabling event was held during the Health Safety and Wellness Expo on April 19th, an event posting was listed on GetInvolved, and flyers were distributed widely around campus. The unofficial results for students was 20.5%. This falls below our goal to increase the student response rate. However, in 2021, our campus was faced with tremendous amount of student unrest related to sexual misconduct, so it can be determined that a higher response rate in 2021 was is natural. In 2019, the student response rate was 12%.

The results of the 2023 Spring Climate Survey have not been received. We will use the survey results to determine if faculty and staff feel comfortable about the knowledge they receive from their training and its effectiveness. The unofficial results of the employee response rate was favorable at 40.5% which exceeds the employee response rate of 35% in 2021.

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

Based on the assessment data provided, additional actions that will be taking place in the Fall 2023 semester will be to continue to distribute print materials that were developed at the very end of the Spring 2023 semester. The new educational materials will be presented to the campus community on a rolling two-week cycle that will be in conjunction with programming for the campus community.

August 21st- Sex Without Consent is Sexual Assault

September 4th- Consent is NOT (Table tents displayed on Consent)

September 18th- RAVE-What is the difference?

October 2nd- The 5 D's of Bystander Intervention

October 16th- Alcohol & Other Drugs Amnesty Policy (Table tents displayed on the Amnesty Policy and Bystander Intervention)

October 30th- 10 Signs of Unhealthy Relationships

November 13th- 10 Signs of a Healthy Relationships (Table tents displayed on Healthy and Unhealthy Relationships)

Monthly tabling and programming activities will be developed around the educational materials, dates TBD.

Review of the Spring 2023 Climate Survey will happen as soon as the results are released. Unofficial response rates were as follows:

20.5% for students

40.5% for employees

SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY

Please use this space to share an example from this past year when you used assessment and data to plan and/or take action. Be sure to include any available information relating to the results and impact. Your example for this section does not need to be directly tied to your previously submitted administrative unit assessment plan.

In preparation for distribution of educational materials, we considered the information developed in the assessment plan to determine what departments, campus locations and additional ways would be best to provide materials for consistency and even distribution of materials to the campus community. During group meetings and in the core evaluation, it was determined by the responses of the campus wide leadership team that knowledge of campus definitions, policy and procedure information was inconsistent and students were not aware and not able to access easily. It was important to develop and distribute educational materials that broadcast consistent campus information and expectations. The materials also include cohesive branding with logos and QR codes for easy access to find the information and resources.