

**SUNY Potsdam  
Administrative Unit  
Assessment Plan**

Administrative Unit: Title IX- Diversity, Equity, and Inclusion  
Unit Contact Name: Andrea Waters  
Date: December 10, 2022  
Phone: 315-267-2224  
Email Address: watersal@potsteam.edu  
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**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 Title IX office strives to provide a safe campus environment free from all forms of sex discrimination. We accomplish our mission through a collaborative approach that primarily focuses on addressing reported misconduct and providing education to the SUNY Potsdam community.**

**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.*

Campus community members that engage with the Title IX office will be positively impacted by the resources, information, services and process that the department follows.

<p><b>GOAL #1 - 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 type="checkbox"/> Financial Stability and Analysis  <input type="checkbox"/> Academic Programs and Planning  <input type="checkbox"/> Strengthening Community Connections  <input type="checkbox"/> Diversity, Equity, Inclusion, &amp; Belonging</p>	<p><b>Briefly describe the link between goal #1 and the institutional priority area(s) selected.</b></p> <p>The Title IX process can be complex, difficult to understand and overwhelming to participate in. During the Title IX process, there is an opportunity to educate, provide understanding, and resources to all parties. Better understanding and transparency in the process improves a potential negative impact on the community and we are able to develop a stronger campus community that will retain students and staff.</p>
<p><b>GOAL #1 – 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> <ol style="list-style-type: none"> <li>1. Increase knowledge of the Title IX process, resources, and policy information through small group programs.</li> <li>2. Improve access to resources, policy information and tools to navigate the Title IX process by offering 2-3 tabling events each semester.</li> </ol>	
<p><b>GOAL #1 – 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>Increase the percentage of student that can identify the Title IX Coordinator by 10% in the Spring 2023 to be measured through the administration of the SUNY Sexual Violence Prevention Survey. (from 54% to 64%)</p> <p>1) Spring 2021 SUNY Sexual Violence Prevention Surveys indicate that 80% of students were familiar with affirmative consent, 70% indicated that they knew where to report, and 54% could identify the Title IX Coordinator. Increase each of these areas by 10 percentage points in the Spring 2023 survey. Increase by an additional 5 percentage points for the 2025 survey.</p> <p>2) Keep track of the number of tabling events each semester including the topic, if applicable. Make sure there are 2-3 events per semester. Target of 50 students taking resources for each event. Track the number of students by either creating a sheet with tally marks or track the number of resources handed out. At the end of the year, review the tabling events and determine which tabling events were best attended to help plan for the next academic year.</p>	

## GOAL #2

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

### GOAL #2 - 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, and Belonging

### Briefly describe the link between goal #2 and institutional priority area(s) selected.

In Spring 2020, the student body raised concerns about the way Title IX and sexual misconduct cases were handled by campus administration. Work has begun to review campus policies and procedures through a NASPA program called Culture of Respect. This work is lead by a campus leadership team of faculty, staff and students and in the spring of 2023, this leadership team will begin to implement changes it has identified as necessary. Changes in how the student body feels that the administration responds to sexual misconduct will create a more positive community and increase retention.

### GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES

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

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.

## GOAL #2 – 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.

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

## GOAL #3

Partner with on and off campus support and resources available to our campus community to offer information related to matters involving covered sexual harassment- Sexual Assault, Domestic Violence, Dating Violence, Stalking, and related sex-based offenses.

### 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.

After working with the campus community for over a year now, it has become apparent that the campus community isn't fully aware of the on and off campus resources and supportive measures that are available to all parties that may be part of the Title IX process. The TIX office will bring together the campus community and resources that are available for mental health needs, medical care, law enforcement and crisis intervention.

## GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES

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

Increasing awareness of on and off campus resources and supportive measures will strengthen the connection to the campus community with the local Potsdam and surrounding areas. By the end of the Spring 2024 semester, campus community members will have a better understanding of where to access resources and supportive measures.

1. Develop a QR code that is directed to the Title IX page that offers contact information for resources available on and off campus.
2. Provide 2-3 tabling events each semester with an off-campus resource group.

3. Coordinate one large tabling event each semester that will join on and off campus resources that support our campus to raise awareness for domestic violence and sexual assault.

**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.

1. QR code will be promoted at new and transfer student orientation, Title IX programs and tabling events. QR code access usage will be tracked and recorded each semester. Target 100 students the first semester. Increase the usage by 50 each year.
2. Track the number of student contacts at tabling events by recording the number of QR code cards that are distributed to students. Target is 50 students receiving QR codes.
3. Survey the campus after the large tabling event each semester to assess who attended, what student groups and departments they associate with, what could be offered next semester to help raise awareness, survey if they found the event to be beneficial to our campus community. 60 percent will find the event to be beneficial to the campus community. In years 2-4, increase the # of student groups and departments in attendance by 5%.