|  |
| --- |
| **SUNY Potsdam**  **Administrative Unit**  **Assessment Summary Form**  ***Administrative Unit: Unit Contact Name: Date:***    ***Phone: Email Address: Assessment Year:*** *2023-2024* |
| **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](https://www.potsdam.edu/about/administrative-offices/office-institutional-effectiveness/administrative-assessment/administrative-assessment). 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. Units should select a goal that has not yet been reported on during the ’22-’26 cycle.  **Selected Goal**  Copy/Paste or enter the goal(s) from your unit plan that you wish to highlight and summarize.  **Desired Outcomes/Objectives**  Copy/Paste or enter the desired outcomes and objectives connected to your selected goal that you will be reporting on.  **Related Targets/Measures**  Copy/Paste or enter the target desired outcomes and objectives connected to your selected goal that you will be reporting on. |
| **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.**  **Based on the assessment data and information shared above, what planned actions were or will be taken as a result?** |
| **SECTION 2: DATA INFORMED DECISIONS & UNPLANNED ASSESSMENT (OPTIONAL, BUT VALUABLE)**  **The experiences of every administrative unit contribute to our collective narrative as a campus. We encourage you to share an example from this past year where you leveraged data or assessment type activities. This could involve planning,** **taking action, and/or solving a problem. Unlike section 1, there's no need for a formal reporting structure for this section. Instead, focus on a narrative that highlights what was done, the results and the impact of your efforts. Please include any related data and information when available and appropriate.** |