

**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](#). 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.

In this section, you will need to simply copy and paste the goal from your previously submitted 2022 – 2026 Assessment Plan for which you will be reporting on in this form. Remember, you should select a goal for which you have taken some action(s) on and have progress or updates to report.

Desired Outcomes/Objectives

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

Like the section above, you will need to copy and paste the desired outcomes/objectives from your previously submitted 2022 – 2026 Assessment Plan that are connected to the goal for which 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.

Copy and paste all the measures and targets for the outcomes and objectives listed above from your previously submitted 2022 - 2026 Assessment Plan.

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.

Use this section to report on work that has been done to progress toward, or complete, the goal and related objectives/outcomes. Be specific. Report on activities that have been completed as well as any that may still be in progress. Keep the following in mind when completing this section.

- What data and information were collected?
- Provide details on the most important actions that have already been taken and/or work that was completed.
- Identify successes as well as any challenges encountered as you work toward the goal and objectives.

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

In this section, you will want to share how the information described above was or is being used to improve your unit.

- Provide tangible examples of what how the data and information collected was used.
- List additional steps or actions that will be taken based on the activity listed in the section above and the related results and data.

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.

This section is optional, but highly encouraged! It allows you to showcase your unit's ability to utilize data and assessment for effective decision-making.

Here are some tips for completing this section:

- **Focus on a Specific Example:** Choose a recent instance where data or assessment played a key role in your unit's decision-making process. This could involve:
 - Identifying a problem using data analysis.
 - Making a data-driven plan to address a challenge.
 - Evaluating the effectiveness of an existing program through unplanned observations.
- **Tell a Story:** Craft a clear narrative that outlines the situation, the actions taken, and the resulting impact.
- **Quantify your Impact (if possible):** Numbers and data points can add weight to your story.
- **Remember, this section is not a formal report, don't worry about structure and instead focus simply on sharing your story or narrative.**