

**CENTER FOR EDUCATIONAL EXCHANGE**  
*Assessment Plan*

**Mission Statement:** The mission of the Center for Educational Exchange (CEE) is to build and sustain high quality partnerships among the College, K-12 teachers, school administrators, educational agencies and organizations, and the community.

| <b>Goal</b>  | <b>Objective</b>  | <b>Alignment with College-Wide, Division, or Other Planning Goals</b> | <b>Action Required or Activities and Strategies</b>  | <b>Indicator of Success or Assessment Measures and Criteria</b>  |
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| <p><b>Goal #1:</b><br/>To support teacher certification and educational leadership programs.</p> <p><i>Assess 2006</i></p> | <p>1a) Facilitate state-mandated workshops for teacher certification and administrative certification candidates.</p> | <p>Goal #1/#2</p>   | <p>1a) Offer a minimum of 15 Child Abuse Reporting (CAR) and 4 Safe Schools Against Violence in Education (SAVE) free-standing workshops each semester; support one CAR and three SAVE in-class workshops each semester.</p> | <p>1a) Accommodate student numbers and schedules with varied workshop days and times.</p> <p>Ensure that student workbooks meet requirements of New York State.</p> <p>Submit attendance lists within two business days of workshop to Registrar.</p> <p>Use workshop evaluation forms to assess degree of satisfaction with workshop content and instructors.</p> <p>Use Banner Web and backup documentation for cross-checking purposes.</p> |
| <p><i>Assess 2006</i></p>  | <p>1b) Supplement existing program for Childhood/Early Childhood and Special Education student teachers.</p>          | <p>Goal #1/#2</p>   | <p>1b) Sponsor a professional development day for Childhood/Early Childhood and Special Education student teachers semiannually.</p>   | <p>1b) Use conference surveys to evaluate workshop content and degree of customer satisfaction.</p> <p>Have post conference dialogue with appropriate department chairpersons and conference planners and presenters.</p>  |

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| <i>Assess 2006</i>  | 1c) Supplement existing program for Educational Leadership students.                              | Goal #1/#2  | 1c) Sponsor a professional day for educational leadership interns semiannually.   | 1c) Use conference surveys to evaluate workshop content and degree of customer satisfaction.<br><br>Have post conference dialogue with appropriate department chairpersons and conference planners and presenters.  |
| <b>Goal #2:</b><br>To offer high quality and diverse professional development opportunities to K-12 educators and school administrators.<br><br><i>Assess 2007/2008</i> | 2a) Provide administrative support for the Asynchronous Web-based Coaching Certification Program. | Goal #5   | 2a) Develop and facilitate contract between SUNY Cortland and New York State Public High School Athletic Association (NYSPHSAA).<br><br>Facilitate registration, payment, and course completion notification.<br><br>Facilitate financial agreement with NYSPHSAA.  | 2a) Contract is signed and obligations fulfilled.<br><br>Able to accommodate all students who wish to participate in program.<br><br>Non-physical education teachers meet New York State requirement for coaching certification.<br><br>Instructor surveys participants to evaluate customer satisfaction.<br><br>Instructor is paid quarterly. |
| <i>Assess 2007/2008</i>   | 2b) Host and collaboratively sponsor events targeted to specific grade levels and disciplines.    | Goal #5   | 2b) Plan and facilitate a regional New York State Association for Comprehensive Education (NYSACE) conference annually; facilitate Literacy Forum annually with the Seven Valley Reading Association; plan and facilitate a professional development day under the auspices of the Central New York Education Consortium every 2-3 years. | 2b) Events run smoothly.<br><br>Financial projections are met.<br><br>Use conference surveys to evaluate workshop content and degree of customer satisfaction.  |

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| <i>Assess 2007/2008</i> | 2c) Collaborate with area teacher centers, school districts, BOCES, and educational organizations to sponsor events. | Goal #5   | 2c) Plan and cosponsor the annual Educators' Conference.<br><br>Plan and facilitate the annual Professional Partnership Conference under the auspices of the Central New York Education Consortium.                         | 2c) Financial projections are met.<br><br>Use conference surveys to evaluate workshop content and degree of customer satisfaction.  |
| <i>Assess 2007/2008</i> | 2d) Offer New York State Education Department (SED) forum to school administrators.                                  | Goal #5   | 2d) Canvas school administrators to identify current concerns and appropriate SED presenters.<br><br>Sponsor forums as needed.  | 2d) Assess attendance numbers to determine if program and speaker meet school administrators' needs.<br><br>Use conference surveys to evaluate forum content and degree of customer satisfaction. |
| <i>Assess 2007/2008</i> | 2e) Offer graduate courses to defined teacher populations.   | Goal #5   | 2e) Develop and facilitate Reading Recovery courses in collaboration with area BOCES.<br><br>Develop contract and manage details with grant administrators to underwrite partial or full tuition for special topic courses. | 2e) Requests for contractual agreements are met.<br><br>Meet contractual obligations.<br><br>Use CTE to assess student satisfaction with course/instructor.                                       |

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| <p><b>Goal #3:</b></p> <p>To promote academic and leadership opportunities to area high school students.</p> <p><i>Assess 2009</i></p> | <p>3a) Partner with area high school to offer concurrent enrollment courses.</p>   | <p>Goal #5</p>  | <p>3a) Develop and manage contractual agreement with Liverpool Central School District.</p> <p>Facilitate registration, payment, and grade submission procedures for 80-100 Liverpool students.</p> <p>Maintain communication with key district personnel; be in monthly contact with Liverpool high school teacher/adjunct instructor; meet annually with Liverpool district curriculum coordinator.</p> <p>Market program to other school districts.</p> | <p>3a) Contract is signed; obligations made fulfilled.</p> <p>Make contacts as strategized.</p> <p>Use CTE to assess student satisfaction with course/instructor; achieve 85%+ positive satisfaction level.</p> <p>New partnership/s is formed.</p> |
| <p><i>Assess 2009</i></p>  | <p>3b) Make accessible on-campus course opportunities to exceptional high school students in specified school districts.</p> | <p>Goal #5</p>  | <p>3b) Develop and disseminate a user-friendly registration packet tailored to high school audience.</p> <p>Serve as liaison between campus offices and guidance offices with 8 geographically close school districts to facilitate the registration process.</p>  | <p>3b) Smooth registration for high school students took place.</p> <p>Track school district participation and students grades to determine program success and viability.</p> <p>Have yearly contact with guidance offices to assess programs.</p> |

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| <i>Assess 2009</i>  | 3c) Enable area high school students to develop leadership skills.                                  | Goal #5   | 3c) Sponsor annual high school leadership conference.  | 3c) Use conference survey to determine most sought after workshop content and degree of customer satisfaction.<br><br>Track school district attendance longitudinally to identify core and peripheral market. |
| <b>Goal #4:</b><br><br>To enhance the intellectual climate of the campus and the community.<br><br><i>Assess 2010</i> | Sponsor platform for discussion of diverse topics of interest to faculty, students, and the public. | Goal #5   | Identify timely and diverse topics for discussion.<br><br>Plan and implement seven Community Roundtables during an academic calendar year.<br><br>Market to campus and general public. | Analyze written feedback after each session.<br><br>Analyze verbal qualitative feedback after each session.<br><br>Track attendance numbers and new attendees.<br><br>Increase attendance levels by 10%.      |