

Co-Curricular Assessment Plan Checklist for Reviewers

Do NOT submit this form for a Co-Curricular Assessment Plan Update

Co-Curricular Unit:

Primary Author:

Each year, by May 15, the person responsible for a co-curricular unit should submit a report containing the following information to the assessment committee and the Office of Institutional Effectiveness for review.

DIRECTIONS FOR REVIEWERS:

Please review the submitted information and indicate in the right hand column if additional information is needed. Comments may also be noted.

<p>Role or Purpose of the Unit How does the work of your unit carry out, relate to, or support the mission of the University?</p>	
<p>Goals and Learning Outcomes Identify your unit's goals and objectives in relation to the role/purpose of your unit and our University mission.</p>	
<p>Goals and Learning Outcomes How can the unit encourage and support recruitment and retention at the University?</p>	
<p>Performance Indicators Using data, how will you define success in reaching your goals or positively moving toward them? How do you know the quality of your efforts and end results (actual and perceived)? What level of success should the program hope to reach each year?</p>	

<p>Metrics and Data Identify those performance indicators and what information can be obtained through those indicators.</p> <p>How can you find out how you are doing and how your work is viewed by others?</p> <p>What is the systematic process for obtaining that information?</p> <p>Who or what office is responsible for collecting that data? How often is it collected?</p>	
<p>Analysis and Evaluation of Metrics/Data</p> <p>What are the mechanisms, processes and timeline for reviewing and analyzing the data?</p> <p>What happens with that information?</p> <p>How is that data used?</p> <p>How is feedback made available and how is it used for continuous improvement of your unit?</p>	
<p>Assessment Data</p> <p>What Conclusions can be drawn from the assessment data?</p> <p>What recommendation for improvement or modification can be made?</p>	

Assessment Committee member reviewed with _____ on ____/____/_____.