# Co-Curricular Assessment Plan

Department:

Name of Service/Committee/Club:

Prepared by:

## Step 1: Planning

Remember planning is best done with all members of your team.

**1A: Describe the service or activity being assessed. Be specific so that the purpose and goal is clear.**

* + What is the service/activity?
	+ What kind of information do you need? Opinions, attendance, usage, continued usage of the service?
	+ Based on the information needed, when should the assessment be completed—before or after the service, during the service, etc.?
	+ Where is the assessment completed—where the service occurs, email, Blackboard, online…?
	+ What level would you expect your students to achieve at the time of the assessment: Beginning, Progressing, Proficient or Advanced?
	+ What percentage of the students do you expect to be proficient at the assessment?

**1B: Relate the service/activity to its intended outcomes.**

Which outcome are you assessing? Check the box next to the appropriate outcome.

|  |  |
| --- | --- |
|  | **Co-Curricular Outcome** |
|  | Communications |
|  | Critical Thinking |
|  | Teamwork & Professionalism |
|  | Navigating Processes |
|  | Personal Development |

\*Remember your assessment will need to clearly and separately report on each outcome within this form.

## Step 2: Assessment

**2A: Assessment Summary:**

* Describe how you are evaluating each category in the rubric.
* Attach the data file(s) to form.

**2B: Participant Summary**

* How many students were assessed?
* Were all students assessed?
	+ If not, which students were assessed?

## Step 3: Evaluate

**3A: Key Results**

* Which of the results stood out to you?
* What percentage of the students were proficient in each category of the rubric? *This data can be found in the Results Summary table in the Rubric Excel file.*
	+ % Beginning:
	+ % Progressing:
	+ % Proficient:
	+ % Advanced:

**3B: Analysis**

* What did you learn from the assessment?

* Did the data highlight something new about the student service(s)?
* What area(s) can be improved upon?

**3C: Act**

* What steps will you take to improve the areas listed above?

## Step 4: Assess Actions

**Assess your service/activity after implementing the actions from 3C using the same assessment procedure from 2A.**

**4A: Assessment data**

* Attach the data file(s) to form.

**4B: Participant Summary**

* How many students were assessed?
* Were all students assessed?
	+ If not, which students were assessed?

**4C: Key Results**

* Which of the results stood out to you?
* What percentage of the students were proficient in each category of the rubric? *This data can be found in the Results Summary table in the Rubric Excel file.*
	+ % Beginning:
	+ % Progressing:
	+ % Proficient:
	+ % Advanced:

**4D: Analysis & Comparison**

* What did you learn from the assessment in 4A?
* Did the results of the assessment change after implementing the actions from 3C? Please use the numerical values in 3A and 4C to aid in your explanation below.
	+ List any positive changes:
	+ List any negative changes:

**4E: Act**

* What steps will you take to maintain or continue the improvement of the service/activity assessed?

*Last Revised: 8.6.2020 AJH*