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MINOT STATE UNIVERSITY
Co-Curricular Assessment

Purpose

The Co-curricular assessment policy ensures quality, clarity, consistency, and organization of co-curricular learning. Its goal is to facilitate the effectiveness of Co-curricular learning, and office/program and institutional improvement.

Key Resources: [Co-Curricular Assessment Template](#); [Co-Curricular Assessment Timeline and Calendar](#); [Co-Curricular Assessment Rubric](#)

Policy for Co-Curricular Assessment

Vice President for Student Affairs (VPSA) and Associate Vice President for Academic Affairs (AVPAA) lead co-curricular assessment. The Director of Academic Assessment (DAA) supplements senior leadership for the purposes of oversight, training, resource development, and day-to-day administrative integration, continuity, and organization. The Co-curricular Assessment Committee, institutional in composition, will facilitate review of yearly assessment plans, reports, and communication to relevant constituencies.

All programs and/or offices designated as co-curricular participate in yearly co-curricular assessment using the University's proprietary process. Program and office directors work with direct reports, the Co-Curricular Assessment Committee, and the DAA to refine projects and facilitate progress. Programs and offices involved in co-curricular assessment should review the [Minot State Co-curricular Assessment Timeline and Calendar](#) as a guide for process. Co-curricular assessments are submitted, via an email entitled (Program/office Name_Academic Year_YPA), to the appropriate direct report and DAA. Co-Curricular assessment reports are cataloged for a period of at least five years for the purposes of internal and external stakeholder review.

Procedure for Co-Curricular Assessment

- Step 1:** Review and update co-curricular goals, outcomes, and objectives as necessary.
- Step 2:** Submit an assessment **plan** to direct report and DAA. The assessment **plan** describes which goals, outcomes, and objectives are assessed, additional planning methods, and targets.
- Step 3:** Begin assessment **projects**. Programs/Offices follow proposed planning parameters, collect data, and answer assessment goal/outcome/objective question(s).
- Step 4:** Write assessment **reports**. Program/office staff discuss what gathered data means within the individualized context, write a summary focusing on where and how improvements to student learning and program operation, directly or indirectly, are promoted and pursued.
- Step 5:** Submit yearly **assessment** to direct report and DAA for cataloging and review.
- Step 6:** AVPAA will produce a yearly institutional report of the status of co-curricular.