



## Co-Curricular Committee

Dr. Laurie Geller  
Vice President for Academic Affairs  
Minot State University

November 13, 2019

Dr. Geller:

In Spring 2018, the Higher Learning Commission (HLC) directed Minot State University (MSU) to develop "A detailed assessment plan that includes learning outcomes and standardized assessment practices in co-curricular programming and activities."

In response to this directive, you formed a co-curricular committee and authored a charge (attached) to guide this work. Your charge delineated four specific tasks in relation to co-curricular programming and activities:

- Develop a definition of co-curricular learning at MSU,
- Determine which offices and activities at Minot State fit that definition,
- Determine plan and practices specific to assess student learning gained through co-curricular learning, and
- Develop means for tracking and documenting results.

Over the past 15 months, the committee has worked to complete the tasks and to fulfill the charge. On Friday, November 8, 2019, the co-curricular committee met and reviewed evidence that would demonstrate tasks had been completed (attached). After a motion and a second, the committee members in attendance voted unanimously to approve the following: "The co-curricular committee has met the four charges as laid out by Dr. Geller in September 2018."

As co-chairs of the committee, we are hereby reporting to you that the co-curricular committee has fulfilled its charge, and the work of the committee is finished. The committee has disbanded. So that we can document for HLC our development process, our new co-curricular model, the philosophical underpinnings of it, and our new co-curricular assessment plan, we have authored a White Paper (attached) which helps tell the story of co-curricular development at MSU over the past 15 months.

The dissolution of the committee does not mean, of course, that work regarding co-curricular programming and assessment at MSU is completed. On the contrary, our work continues. We now recommend a new institutional co-curricular committee be formed.

The regular committee membership would be eight members, three of whom would be permanent and five of whom would serve staggered two-year terms. Up to two optional members may also be selected, depending on the committee needs. Non-permanent members would be nominated and selected by the three permanent members. Membership would include:

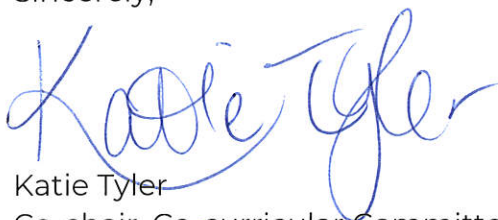
- Vice President for Student Affairs (permanent)
- Associate Vice President for Academic Affairs (permanent)
- Director of Academic Assessment (permanent)
- One director from student affairs
- One director from academic affairs
- One faculty member
- Two students
- *Optional, depending on committee needs:* One at-large staff member and one additional faculty member

This committee would ensure that co-curricular assessment continues on the strong path we have begun. Functions of this committee will include:

- Oversight and guidance of co-curricular programming and assessment at Minot State,
- Further development and refinement of the co-curricular model and structure,
- Advisement of future program involvement for years two to five and beyond,
- Training regarding assessment, co-curricular assessment, and related topics to co-curricular offices and others,
- Evaluation of the yearly institutional report, program assessment plans, and program assessment reports, and
- Communication of plans, goals, activities, assessment results, and other information to our stakeholders.

Please let us know if you have questions either now or as President's Staff determines MSU's next steps in co-curricular programming and assessment.

Sincerely,



Katie Tyler  
Co-chair, Co-curricular Committee



T. Erik S. Kana  
Co-chair, Co-curricular Committee

Attachments



**Be seen. Be heard. Be empowered.**

**Development of MSU's Co-Curricular Committee  
and Learning Model, Plan, and Assessment Practices**

**Charge Author:** Vice President for Academic Affairs, Dr. Laurie Geller

**Purpose:** Gathering of personnel and resources in order to develop, complete and implement MSU's co-curricular plan

Pertinent HLC evidence request - *"A detailed assessment plan that includes learning outcomes and standardized assessment practices in co-curricular programming and activities"*

**Committee Charge:**

- Develop a definition of co-curricular learning at MSU,
- Determine which offices and activities at Minot State fit that definition,
- Determine plan and practices specific to assess student learning gained through co-curricular learning, and
- Develop means for tracking and documenting results

**Committee Members:**

Beth Odahlen, Director of Center for Engaged Teaching and Learning

Katie Tyler, Director of Enrollment

Paul Brekke, Director of Wellness Center

Bethany Andreasen, Professor of History

Lisa Borden-King, Associate Professor of Education

Jessica Smestad, Director of Honors Program

Cheryl Nilsen, Professor of Mathematics Education

Erik Kana, Associate VP for Academic Affairs

Michael Brooks, Director of Academic Assessment

Laurie Geller, Vice President for Academic Affairs

Kevin Harmon, Vice President for Student Affairs (joined committee mid-year)

Karina Stander, Director of Residence Life (joined committee mid-year)

Jermaine Rolle, Associate Director of Compliance – Athletics (joined committee mid-year)

Devin McCall, former Director of Residence Life (left committee mid-year)

Two MSU students

### **Co-Curricular Committee Charge Status:**

✓ **Develop a definition of co-curricular learning at MSU**

- The documentation of the development of the definition, the philosophical framework, and the goals and outcomes are documented in the co-curricular white paper (in final drafting stages).

- On the Minot State website:

Definition & Overview:

Co-Curricular learning at MiSU is ungraded learning that happens outside the classroom, which compliments learning that happens inside the classroom. Within this

learning structure, MiSU emphasizes four categories;

Leadership, Wellness, Self-awareness, and Career and

Professional Development. For each category, a general

goal, *what a student should know and/or be able to do upon*

*graduation, is specified.* Additionally, each category has specific

outcomes, connected to its co-curricular goal, stipulating *what a*

*student should know and/or be able to do as a result of what is*

*learned in or through a specific activity or set of activities.*

Finally, applicable offices and/or programs are encouraged to

develop objective(s), *a deliberate task or activity, prompted by a*

*specific outcome designed to broaden and/or mature student*

*leadership, wellness, self-awareness, and/or career and*

*professional development.*

✓ **Determine which offices and activities at Minot State fit that definition**

- Developed a list of offices/programs to start this year (Wellness Center, Peer Mentors, Career Services, and Student Activities)
- Other offices from both student support services and student affairs will come on-line in years 2 to 5 as leadership and committee dictate.
- White paper will detail process of selecting the four offices who started co-curricular assessment

✓ **Determine plan and practices specific to assess student learning gained through co-curricular learning**

- Developed co-curricular goals, outcomes, and an assessment plan/project/report template. Posted to the website.
- Developed a calendar and timeline which will dictate how and when co-curricular assessment-related events will occur over the course of an academic year. Posted to the website.
- White paper will detail process of selecting goals and outcomes.

✓ **Develop means for tracking and documenting results**

- New webpage dedicated to Co-curricular, updated by the Director of Assessment, which will provide a public face to our CC assessment, and could include assessment results, yearly reports, meeting minutes, and documentation of assessment-related activities.
- Calendar for program directors to collect data and write assessment reports is provided in calendar and timeline document.
- Calendar for director of academic assessment to write yearly co-curricular assessment report detailing institutional progress of our goals and outcomes is provided in calendar and timeline document.
- Calendar for programs to update or write yearly assessment plan is provided in the calendar and timeline document.