



Co-Curricular Assessment Purpose, Policy, and Procedure

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 Website](#)

Policy for Co-Curricular Assessment

The Vice President for Student Affairs (VPSA) and the Director of Institutional Assessment (DIA) lead co-curricular assessment. The Co-curricular Assessment Committee, institutional in composition, facilitates review of yearly program assessment (YPA) plans, reports, and communication to relevant constituencies.

All programs and offices designated as co-curricular participate in yearly co-curricular assessment using established University processes. Programs meeting the following criteria are designated as co-curricular:

- Aligns with co-curricular development within the institution's mission
 - There is an association between applicable co-curricular student learning goals and institutional student learning goals.
- Complements learning that occurs within one or more academic programs
 - The program impacts learning that occurs within the formal academic curriculum, including general education or academic program student learning goals.
- Has or could have one or more explicit student learning outcomes
 - There are or could be one or more specific statements of the knowledge, skills, values, or other attributes that students are expected to demonstrate by the time that they complete a program.
- Includes or could include assessment methods for the program-specific student learning outcomes
 - Assessment methods have been or could be designed for each outcome, including a measure with a set of criteria that represents achievement of the outcome.
- Involves a substantial investment of time, energy, or other commitment
 - Students are expected to spend an amount of time on tasks that is appropriate to support their achievement of the intended SLOs.

Program and office directors work with direct reports, the Co-Curricular Assessment Committee, and the DIA to refine their YPA plans and reports. Programs and offices involved in co-curricular assessment should review the Minot State Co-curricular



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Assessment Calendar as a guide for process. Co-curricular assessments are submitted to the direct report and DIA. 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 DIA. The assessment plan describes which goals and outcomes are assessed, additional planning methods, and targets.
- Step 3:** Implement assessment plan. Programs/Offices follow proposed planning parameters, collect data, and answer assessment 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 DIA for cataloging and review.
- Step 6:** The DIA will produce a yearly institutional report on the status of co-curricular.