Co-Curricular Programs and Units Assessment and Action Plan Checklist

Phase	Check Box	Tasks
1 Specify & Plan	☐	Develop two to four operational (efficiency and effectiveness of programs, services, support systems, and processes) and student-focused (student learning and development) goals.
	☐	Develop specific and measurable outcomes for each goal and identify measures for each outcome.
	☐	Establish criteria for each measure.
	☐	Review your goals and outcomes to determine a plan for assessment going forward. What will be assessed in the current academic year, the next, etc.
	☐	Periodically set aside a formal time to review Phase 1 components (goals, outcomes, measures, and criteria) and update or revise as necessary.
2 Collect & Analyze	☐	Designate a person to lead the implementation of the assessment and action plan and submit the annual progress report.
	☐	Provide each program/unit staff member with access to an updated copy of the assessment and action plan.
	☐	Establish a data collection process so evidence/information can be easily collected for review.
	☐	Collect data/information/evidence for selected goal and outcomes.
	☐	Build time into regular staff meetings to review and discuss the assessment results. Keep meeting minutes.
	☐	When reviewing the data, consider these questions: • What are the strengths and weaknesses observed across the selected measures related to the outcome(s) being assessed? • How can results be used to make improvements?
3 Action & Follow-up	☐	Document the impact of changes implemented previously.
	☐	Discuss how program/unit processes or services may be improved and develop plans for how recommendations or actions will be implemented.
	☐	Update the assessment and action plan document and submit the annual assessment progress report.
	☐	Sustain a well-designed and manageable assessment plan and process to inform decision-making.