

# Co-Curricular Programs and Units Assessment and Action Plan Checklist

<div><div>1</div><div>Specify &amp; Plan</div></div>	<input type="checkbox"/>	Develop two to four goal statements that address the long term aims and purposes of the program/unit.
	<input type="checkbox"/>	For each goal, identify at least two specific and measurable outcomes (operational or student learning/development).
	<input type="checkbox"/>	Identify at least two measures for each student learning/developmental outcome (two direct measures or one direct measure and one indirect measure) and one measure for each operational outcome (direct measure).
	<input type="checkbox"/>	Identify a specific criterion for success for each measure that establishes the expectations of student performance or operational success.
	<input type="checkbox"/>	Periodically set aside a time to review Phase 1 components (goals, outcomes, measures, and criteria) and update or revise as necessary.
<div><div>2</div><div>Collect &amp; Analyze</div></div>	<input type="checkbox"/>	Designate a person to lead the implementation of the assessment and action plan and submit the annual progress report.
	<input type="checkbox"/>	Provide each program/unit staff member with access to an updated copy of the assessment and action plan.
	<input type="checkbox"/>	Establish a data collection process so evidence/information can be easily collected for review.
	<input type="checkbox"/>	Collect data/information/evidence for selected outcomes.
	<input type="checkbox"/>	Build time into regular program/unit meetings to review and discuss the assessment results.
	<input type="checkbox"/>	When reviewing the data, consider the strengths and weaknesses observed across the selected measure(s) related to the outcome(s) being assessed.
<div><div>3</div><div>Action &amp; Follow-up</div></div>	<input type="checkbox"/>	Document the impact of changes previously implemented.
	<input type="checkbox"/>	Discuss how program/unit processes or services may be improved and develop plans for how recommendations or actions will be implemented.
	<input type="checkbox"/>	Update the program/unit’s assessment and action plan and complete the Annual Progress Report (APR) form in Tk20.
	<input type="checkbox"/>	Sustain a well-designed and manageable assessment plan and process to inform decision-making. Consider placing goals/outcomes on a rotating schedule to ensure assessment occurs in a sustainable and meaningful way.

## Additional Resources

The Assessment Working Team is available for consultation and can work with faculty to develop and implement assessment and action plans. Contact the Assessment Working Team at [assessment@syr.edu](mailto:assessment@syr.edu) for more information. You can also visit our website, [effectiveness.syr.edu](http://effectiveness.syr.edu), for information, announcements, and resources on assessment and institutional effectiveness.