

Assessment Report Format (Co-Curricular Programs)

Assessment reports for co-curricular programs should contain the following information:

I. Brief Summary of Assessment Plan

For each of the outcomes assessed in the year, indicate

- The **goal(s), student learning or other outcome(s)**, the associated **components** of the outcome(s) (if applicable), and the **performance characteristics or criteria**.
- The benchmark(s) specified in the plan.
- Any changes in the above information since the plan was submitted, with some indication of why such changes were made.

II. Assessment Methods

- For each outcome assessed, identify approximately when, where, how, and with which target population data were collected.
- Describe who assessed the data, as well as the methods and procedures used to compare the results to the performance characteristics/criteria.
- Describe any changes made in the assessment methods since the last plan was submitted, along with a brief explanation of why the change was made.

III. Assessment Results

- Describe the results of the assessment activities for each outcome. Indicate how the target population performed on each outcome. Compare the level of performance to the benchmark for that outcome. Were expectations reached, exceeded, not reached?
- Describe how the unit interprets these results. What do they mean? If necessary to

clarify the narrative, you may attach your data summary (not raw data) in an appendix.

IV. Using Assessment for Program Improvement:

- Explain the implications of the assessment results for the program. Are changes in the program indicated? If so, what kinds of changes? Are changes in the assessment plan indicated? If so, what kinds of changes?

V. Dissemination of Results

- Describe how these results are being disseminated to the unit's primary constituency, other campus constituencies, and external stakeholders.
- Describe any relevant responses of groups receiving this information.

Note: Terms in **bold face** are defined on the CTLA website at

<http://www.iuk.edu/~koctla/assessment/program-terms.shtml>