**UNIVERSITY OF CENTRAL ARKANSAS**

**CO-CURRICULAR & SUPPORT UNIT ASSESSMENT PLAN**

Requirements, Template, and Example

**Requirements**

1. *Submit with New Program Proposal*
   1. *Programs are encouraged to consult with the Office of University Assessment.*
   2. *Contact information* [*assessment@uca.edu*](mailto:assessment@uca.edu)
2. *Send copy of Assessment Plan to the Office of University Assessment, Wingo 215.*
3. *Update the Program Assessment Plan every 5 years*

**Basic Information**

Program Name:

Division:

Unit:

Date Plan Submitted:

Director/Head & email:

Vice President/Division Head & email:

Department Chair & email:

Committee Chairperson & email:

1. **Introduction** (identify college, unit, and degree programs)
   * Purpose
   * Unit Mission Statement
2. **Student Learning Outcomes and/or Performance Objectives**
   * Student Learning Outcomes by Program (focused on student performance, clearly stated, and measurable) *These will largely exist in co-curricular programs, not Support Units.*
   * Performance Objects by Program: Develop Key Performance Indicators (KPIs) that will communicate the success of programming offered by your unit.
3. **Assessment Cycle**
   * Indicate when each Student Learning Outcome will be assessed and reported.
   * Performance Objectives are reported annually.
4. **Curriculum Map**
   * Office of Assessment will provide examples and consultative services to meet this requirement.
5. **Assessment Methods and Measures**

* Measures: The unit leaders and the Office of Assessment will work together to develop several measures of each unit’s progress-generally, a minimum of 2 per objective.
* Data: Development of each measure requires careful consideration of what data is already available, what new data may be obtained, and how to collect that new data.
* Targets: The managers determine realistic performance goals for each measure.

1. **Data Collection and Review**

* When will data be collected for each outcome?
* How will data be collected for each outcome?
* What will be the benchmark/target for each outcome?
* What individuals/groups will be responsible for data collection?

1. **Participation in Assessment Process**
   * Who will participate in carrying out the assessment plan?
   * What will be their specific role(s)?
2. **Data Analysis**
   * How and will the data and findings be shared with unit staff?
   * Who was involved in analyzing the results
   * How are results aligned to Student Learning Outcomes, Objectives, and Benchmarks?
3. **Plan for Using Assessment Results to Improve Program**

* How will you use the results to improve your program?

**10. Appendices-Required (important materials/documents that are pertinent to the plan)**

**11. Submit Assessment Plan**

* Send completed form electronically to [assessment@uca.edu](mailto:assessment@uca.edu)

For questions or concerns please contact:

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