



## **NNMC Co-Curricular Student Learning Assessment Plan & Handbook**

NNMC is committed to assessment as a tool to improve student learning and provide demonstrable evidence that the College is achieving its mission.

The Higher Learning Commission defines “co-curricular” as learning activities, programs, and experiences that reinforce the institution’s mission and values and complement the formal curriculum (Criteria for Accreditation: Revisions, effective Sept 2020). NNMC Co-Curricular Assessment takes place in student groups and non-academic departments, and is a tool for determining how well we are meeting student learning goals and outcomes. Some of the groups taking part in Co-Curricular assessment provide students with direct support for coursework, while others provide extracurricular opportunities to develop important life skills, such as leadership or career development. Regardless, assessment data and results are used to inform continual improvement of student learning at NNMC.

Assessment involves developing a program’s or unit’s desired outcomes, monitoring progress toward those outcomes, communicating results, and using those results to make improvements. The purpose or goal of assessment is continual improvement and quality assurance, and it can be focused on the individual learner, an organized group of learners, the institution, or the educational system as a whole. Additionally, departments track usage data to make informed decisions about how services are accessed and utilized.

### **Assessment Themes, Groups, & Measures**

Co-Curricular Learning Outcomes (CCLOs) are centered on six broad themes that are meant to enhance the knowledge, skills, and abilities students should learn in experiences outside of the classroom. Themes include: Health & Wellness, Social & Personal Growth, Culture & Identify, Leadership & Engagement, Campus & Community, and Career & Lifelong Learning.



Departments participating in co-curricular assessment choose the theme most related to their associated activities. Then, the department develops unique student learning outcomes and measurements that best determine if students meet those outcomes.

In order to determine activities that can be considered for co-curricular assessment, the following criteria must be met:

- The activity to be assessed must support an existing theme
- The activity is designed to impact learning
- The activity involves a substantial time commitment
- The activity be measured by a student product

### **Cycle and Schedule of Assessment**

The co-curricular assessment cycle rotates through the assessment themes. During the cycle, participating co-curricular groups focus on the assigned co-curricular theme. Deviation from these themes/years may occur if assessment is deemed necessary by administration, outside collaboration potential, or staffing fluctuations.

### **Data Collection, Analysis, & Action Plan**

All departments within a reporting cycle will include assessment results, analysis, and action plans with the annual report submitted to the Provost or a department's direct supervisor. The Director of Assessment will provide a guide or provide instructions to enter the information into the assessment management system.

## Dissemination of Results

Co-Curricular assessment results are communicated to the campus community during the Fall semester. Data and discussions about the data, including improvement strategies, are communicated via a annual report generated by the Co-Curricular Assessment Committee (CCAC). In addition, at the time of the analysis of assessment results, a review of the assessment plan and process will occur, ensuring a review occurs at least once on a three-year cycle.

## Assessment Roles & Responsibilities

### *Director of Assessment and Accreditation*

- Oversees, documents, and manages assessment processes.
- Serves as the data collection manager for Co-Curricular assessment and ensures access for those involved with these assessment-related tasks.
- Provides training and support to departments on matters related to assessment and assessment tools.
- Compiles and disseminates reports related to assessment.
- Chairs the CCAC.

### *Institutional Research*

- Helps prepare outcomes reports as necessary.
- Participates in the analysis and interpretation of data collected.
- Responds to requests to gather and analyze data related to student success that might be helpful when looking at the broader picture of SLO assessment.

### *CCAC Committee*

- Develops and maintains portions of the co-curricular assessment plan and timelines that align with campus priorities and initiatives. This includes reviewing the quality of assessment processes and practices on a regular basis.
- Identifies, coordinates, and deploys co-curricular assessment activities and resources across campus to assure they result in integrated, meaningful, and sustained improvement of student learning and operational goals.
- Reviews and encourages alignment of co-curricular outcomes spanning across departments.
- Reviews, analyzes, and shares data generated from institutional level assessment.
- Makes recommendations to the Provost, departments, and/or academic programs based on assessment results, reporting strategies, and/or feedback processes.

- Encourages and organizes professional development related to co-curricular assessment, dissemination of assessment information.
- Serves as a resource to assist with co-curricular assessment efforts across campus.

*Departmental Directors and Coordinators*

- Develop and update assessment program and/or departmental plans.
- Collaborate with staff to perform an analysis of co-curricular outcome data and recommend program improvements based on the analysis.
- Document discussions and decisions in the form of meeting minutes.
- Ensure all action plans are completed and appropriately integrated into departmental revisions.
- Collect data and follow protocol for data collection for institutional related assessment results.
- Include co-curricular assessment plans and results in the Annual Reports to the Provost or immediate supervisor.

*Departmental Staff*

- Collaborate with the Department Directors or Coordinators in collecting and reviewing assessment data, analyzing results, and creating recommendations for improvement.
- Participate in the review of assessment results.
- Complete additional responsibilities if assigned by their Director or Coordinator.

**Academic Year Timeline**

<b>Month</b>	<b>Task</b>	<b>Responsible Parties</b>
July/August	Departments reporting assessment are identified	Director of Assessment and Departmental Leadership
August	Report to Provost from Previous Year Due	Director of Assessment/ CCAC