**Co Curricular Assessment Committee Template**

This template is for the convenience of members of the Co Curricular Assessment Committee. The Office of Assessment is asking committee members to do two things. Please use Table 1 to provide comments and feedback on the text of the Annual Assessment Report. Please use Table 2 to provide comments and feedback on Appendix 2 of the Annual Assessment Report, which is the portion of the report dealing specifically with co curricular programs.

In Table 1, you are at liberty to make any comments or constructive criticisms of the text of the assessment report, including misinterpretations of data, omissions of important assessment activities, or absences of meaningful plans to improve student learning outcomes.

In Table 2, we are specifically asking committee members to answer three questions: 1) Are the plans for improvement clearly based on the co curricular unit’s assessment data?, 2) Are the plans for improvement measurable and/or attainable?, and 3) Can the improvement be accomplished in a reasonable amount of time (1-2 years)?

Your input is important to assessment. If units are not really basing their plans for improvement on their assessment data, the process is not working properly. If units are planning unattainable improvements, your comments will encourage realism. Thank you for being willing to play this important oversight role in the assessment and improvement process.

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| **Table 1. Comments on the text of the Annual Assessment Report** |
| **Page** | **Paragraph** | **Comment** |
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| **Table 2. Comments on Co Curricular Plans for Improvement of Learning Outcomes** |
| **Co Curricular Program** | **Are the plans for improvement clearly based on the co curricular unit’s assessment data?** | **Are the plans for improvement reasonable, realistic, and attainable?** | **Can the improvement be accomplished in a reasonable amount of time (1-2 years)** |
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