**Co-Curricular Academic Year (AY) Learning Outcome Assessment Plan**

**Indiana State University Office of Assessment & Accreditation**

Using this template:

* This plan is meant to document the learning outcomes you will assess this academic year and the strategies you will use to do so. **You do not need to assess all outcomes every year.** This does not mean you won’t be trying to achieve other learning outcomes and/or program outcomes this year as well.
* This plan should be developed collaboratively within your unit and be shared with your supervisory chain.
* If you would like assistance developing your plan or discussing best practices for assessment, contact Kelley Woods-Johnson, Assessment & Accreditation Coordinator, at x7975 or [Kelley.Woods-Johnson@indstate.edu](mailto:Kelley.Woods-Johnson@indstate.edu). Division of Student Affairs staff can also consult with Ellen Malito, Assistant to the VPSA, at x8111 or [Ellen.Malito@indstate.edu](mailto:Ellen.Malito@indstate.edu).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit/Department:** | | | | | **Division:** | | | | |
| **Primary Author:** | | | | **Date of Plan:** | | | | **For AY:** | |
|  | | | | | | | | | |
| **PART ONE** | | | | | | | | | |
| **Fill out the following table for each learning outcome you plan to assess this AY. You may/will likely have more than one program, service, or interaction and accompanying assessment strategies for each outcome. Add lines to the table as needed.** | | | | | | | | | |
| **Learning Outcome** | **Program, Service, or Interaction** | **Date or Timeframe** | **Assessment Strategies** | | | **Performance Goal (if applicable)** | **Actual Performance (after the strategy)** | | **Staff Responsible** |
|  |  |  |  | | |  |  | |  |

This space can be used to provide more detail about the selected assessment strategies as needed:

|  |  |
| --- | --- |
| **PART TWO** | |
| Use the space below to plan how findings will be ***analyzed***, ***shared***, and ***used to improve/support student learning and/or your services****.* | |
| Who will be responsible for analyzing findings this AY? |  |
| How will findings be shared and with whom? |  |
| How do we hope to use our findings? |  |

Assessment results are reported the university annually using a standard form that is distributed at the end of the academic year by the Office of Assessment & Accreditation.