**Co-Curricular Assessment Report**

**Office/Program Name:**

**Assessment Contact Name:**

**Assessment Contact Email:**

**Office/Program Director:**

**Office/Program Assessment Website:**

**Mission/Purpose**

*What is the overall mission/purpose of your office/program?*

**Assessment Goals**

*Include justifications for goals programmatically and division-wide.*

**Outcomes Selected for Assessment**

*What are the outcomes selected for assessment this academic year?*

**Executive Summary**

*In the space below, summarize the findings from this academic semester’s assessment cycle. This should briefly cover methodology, outcomes, analysis, conclusions, and recommendations. No more than two paragraphs.*

**OUTCOME 1:** (Place outcome here)

**Assessment Methods**

*How did you measure the outcome? Please provide the assessment method including details such as (survey, interview, observation, direct/indirect, etc), the kind of information generated by the assessment (quantitative, qualitative, mixed), and the scale of assessment (number of participants, instances, etc.).*

**Assessment Period Measured**

*Timeframe of when the outcome being assessed was actively occurring (i.e. A month long training program would be from the first day of training to the last day).*

**Assessor(s)**

*Who was the primary point person creating, conductions, and reporting the assessment?*

**Assessment Data**

*What data did you collect?*

**Assessment Analysis**

*What does the data show? What do you observe as working well and opportunities and limitations of the outcome being assessed?*

**Conclusion**

*Based on your analysis, did you achieve the intended outcome? Why or why not? What actions can be drawn from this assessment? What other useful information can be drawn from this assessment?*

**Recommendations**

*Discuss the decisions made for improvements and/or changes to be made in coming year. What changes would you make based on these finding? What steps, needs, and supports are needed? Set specific and measurable goals for these changes.*

[Repeat the template from above for the remaining outcomes you are reporting]