

PCCUA Co-Curricular Handbook

The Higher Learning Commission (HLC), Phillips Community College of the University of Arkansas (PCCUA) accrediting body, emphasizes learning outcomes assessment in both instructional and non-instructional format.

The purpose of this handbook is to assist in the development and implementation of meaningful co-curricular assessment plans. This resource explains the basic concepts and processes of assessment, provides examples and strategies for meeting specific requirements, and offers approaches for making assessment a useful tool in co-curricular programming.

Co-Curricular Assessment Definition

Assessment helps to outline clear goals for learning and desired learning outcomes. Measuring how effective an instructor, department, organization is in achieving those goals/outcomes is important to student learning and retention.

The Higher Learning Commission (HLC) defines co-curricular as:

Learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum. Examples: Study abroad, student-faculty research experiences, service learning, professional clubs or organization, athletics, honor societies, career services, etc.

PCCUA co-curricular assessment considers formal and college-sponsored activities that contribute to students' educational experiences, such as Student Advising, Student Government Association, Student Clubs and Organizations, Athletics, programs, and services that support the mission of the college, strategic goals, and the General Education Core Competencies.

CO-CURRICULAR ASSESSMENT TEAM

The Co-Curricular Team is comprised of a variety of student service areas across campus to represent areas that receive the most student engagement. The Co-Curricular Team assists in guiding assessment and future planning. The staff membership is permanent, but when the need arises, appropriate personnel is invited to serve as ad-hoc members to provide additional insight.

Mission

Phillips Community College of the University of Arkansas is a two-year college serving the people of Eastern Arkansas. Through robust partnerships, the College is committed to building stronger communities by delivering quality, affordable education for college transfer and work skills training. We provide multiple services and support to ensure student access with success and encourage the pursuit of knowledge and life-long learning striving to build a foundation for a better life for all.

STRATEGIC GOALS

1. Support for Instruction and Learning,
2. Development and Learning for Staff and Faculty (professional development),
3. Review and Revise Policies, Procedures, Support (planning, budgets, protocols),
4. Improve Campus Connections (internal infrastructure, communication, alignments, consistency, in-service delivery),
5. Develop and Support External Partnerships

GENERAL EDUCATION COMPETENCIES

Social and Civic Responsibility: Demonstrate adherence to legal/ethical standards established by society.

Technology Utilization: Use tools of the trade to achieve a specific outcome.

Analytical & Critical Thinking: Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.

Communication: Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.

Cultural Competency: An appreciation for the holistic and distinct needs of others demonstrated when interacting with people of different cultures.

ASSESSMENT GOALS

The goal of the co-curricular assessment is to improve the quality of services and resources to ensure student success. The assessment seeks to answer two questions:

1. Are students learning what we intend for them to learn?
2. How can co-curricular programs be improved to further support, inform, or advance student knowledge.

CO-CURRICULAR LEARNING OUTCOMES

Student learning outcomes are defined in terms of knowledge acquisition, skill development, and continual improvement in student progression due to active learning that has occurred as a result of participating in an activity, program, or service. The co-curricular assessment plan supports the college's strategic plan, the mission of Student Services and is aligned with the college's general education core competencies.

METRICS

The Co-Curricular Assessment uses mixed data metrics to formulate a richer, more comprehensive account of the student experience:

1. Direct measures of learning derived from observation of participation in activities or programs.
2. Direct measures of learning through attendance tracking.
3. Direct measures of learning through students demonstrating skills.
4. Indirect measures of learning via written reflections and learning outcome statements.
5. Direct measures of learning through in-person presentation and e-portfolios.

PROJECTIONS

The Co-Curricular Assessment provide a comprehensive journey for PCCUA students, with the goal of providing quality activities, programs, and services. The campus will work together to ensure student success, access, and engagement through continual assessment, evaluation of efforts and improvement.

Please note the co-curricular plan is a living document and meant to be changed for future improvement.

ASSESSMENT PLANNING

Service Departments that focus on student support maintain an assessment plan that reflects activities, learning goals, measurable outcomes, a time-line for implementation, methods, and the execution of changes based on assessment findings.

Each service department that provides student support will complete a departmental review on a yearly basis to improve the quality and delivery of service. The process will involve the identification of services, programs, or initiatives that promote student learning, discuss better methods for student engagement, and gathering data to better understand and communicate about the student experience. Reports are due no later than June 30th of each year.

If findings of the assessment reflect that the desired standards of operations are not being met then interventions will be revised and executed. Changes will be documented via a new assessment plan.

ASSESSMENT REPORTING

Campus reporting will include any planned co-curricular activities in the annual assessment plan. If a co-curricular activity is not included in an annual assessment plan, it is recommended that a Co-Curricular Activity Proposal be submitted at the conclusion of the event to the Vice Chancellor for Student Services and Campus Life.

APPENDIX

Appendix A: Co-Curricular Assessment Plan

Department
Program/Service
Date
Assessment Time (Pre/During/After)
Campus
Description
Student Learning Outcome
Strategic Priority
Core Competency
Expected Results
Actual Results
Measure
Type
Feedback