

Summary of Co-Curricular Executive Summaries

Co-curricular activities are defined as entities that contribute to student development of the general educational goals of faith, appreciation, knowledge, analysis, application, communication and responsibility. The General Education Committee selected “The student will be able to demonstrate effective communication skills for personal, academic and professional purposes” as the general education outcome to be assessed by departments in the 2017 – 2018 assessment cycle. This outcome was selected from the Communication category of general education outcomes based upon two criteria, 1) effective communication skills in a broad range of forms (including but not limited to written, oral, visual and technological media) is a key goal of our general education curriculum; 2) Difficulties specifically with written communication has become a concern of faculty across disciplines. This is the second year this outcome was assessed. Four co-curricular areas were involved with the assessment process in 2017 - 2018: (17-18 - Health Services and Career Services) (16 – 17 Academic Resource Center and First Year Advising) (see Co-Curricular Assessment Implementation Schedule – p.4 for expanded schedule of co-curricular activities.)

Important points noted in the Co-Curricular Executive summaries include:

1. Question/Topic addressed:
 - a. **ARC:** Does the implementation of a focused verbal and written message at the beginning and middle of the semester, concerning the importance of meeting cancellation notification, increase the % of students who notify the ARC that an appointment is going to be missed?
 - b. **Career Development:** The data from the career outcome survey is important as it is utilized campus wide for departmental academic review, university marketing and accreditation evidence. The response rate for this survey is currently 31.5%. The goal is to increase this rate to 40%.
 - c. **First Year Advising:** Does the implementation of SQUARE decrease the % of appointments that are cancelled without notification?
 - d. **Student Health Services:** Does the student have a true understanding of the importance of 1.completing an antibiotic course as prescribed in order to 2.decrease their resistance to certain types of bacteria.
2. Outcomes:
 - a. **ARC:** The data clearly shows that in both Fall 2017 and Spring 2018 we had an increase in the percentage of students who notified the ARC that they would be missing a scheduled meeting. The data would suggest that students tend to respond positively to clear communication of expectations.
 - b. **Career Development:** Increased communication, the email to graduates, was impactful in increasing the survey response rate. The response rate did increase over 2017, but we are not yet at the goal of 40%. We will continue with the additional communication to recent grads. Conversation regarding adding another communication touch point is under consideration
 - c. **First Year Advising:** This was our first full academic year using the Square application and the ease of our fall scheduling was greatly affected by the simplicity for students to use the app to make an appointment with us, receive a reminder and then follow through to make each appointment. We saw a drastic decrease in students not making their appointments and the benefit to our office for a smoother work flow was positive and for students to make their appointments during the time needed. One noticeable observation was the correlation of 3 attritions that were also no-shows to their appointments. Another observation is the reaction from students when they are notified that they missed their appointment versus no communication or follow up that they made an appointment and did not come in or communicate they could not show up. Students really appreciate the app and find ease in using it and rescheduling if with us if need be. Advisors can also easily reschedule a meeting with a student if they have to and the reminders are automatic and help students keep their schedule.
 - d. **Student Health Services:** results not available.

