Co-Curricular Self-Study
University Assessment Committee

Name of the Co-Curricular Unit: ____________________________  Academic Year: ____________________________

The University Assessment Committee is responsible for developing policies regarding assessment; coordinating assessment activities; counseling departments in assessment; ensuring that all areas of the University are conducting assessment; and evaluating assessments. The University Assessment Committee reports to the Provost.

The committee is composed of faculty and staff. There must be one faculty representative from each School and the College, and one faculty representative from a graduate program. The Director of the Library may designate one representative from among the library faculty. There must also be at least three staff representatives. One from Student Life to be designated by the Dean of Students. The other two staff representatives must be selected from Advancement, Business Affairs, Enrollment Services, and/or Academic Affairs. The committee chair will assign the workload to avoid conflicts of interest. All members will serve for three-year rotating terms.

This document will be used as the basis for Co-Curricular Unit reviews. The assessment should involve all staff and administration in the Co-Curricular Unit.

Mission, History, & Goals

1. Describe the history and development of your Co-Curricular Unit, as well as any significant changes in the last five years.

2. What is your mission statement?

3. How does your mission fit with Judson’s institutional mission statement?

JUDSON UNIVERSITY MISSION STATEMENT

Judson is an evangelical Christian university that represents the Church at work in higher education, equipping students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the community, the nation and the world. Through a broadly based education in the liberal arts, sciences and professions, the college enables its students to acquire ideas and concepts that sharpen their insights, develop skills appropriate to their career goals, and develop the skills and commitment for lifelong learning. The Judson community experience challenges graduates to be decisive leaders and active participants in church and society, articulate proponents of Biblical Christianity, persuasive advocates for the sovereignty of God over all life, and effective ambassadors for Christ.

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4. **How does the work of your Co-Curricular Unit complement Judson’s educational goals?**

Judson graduates will embrace a Christian worldview derived from critical and disciplined interaction with God’s Word and God’s world. This ultimate goal will be achieved as students attain the following intermediate goals:

- **Embrace Christian ethics for lifelong growth and behavior, model personal commitment to Christ and the church, and articulate that faith.**
- **Practice wellness from a Christian stewardship perspective and make responsible lifestyle choices that lead to optimal health and vitality.**
- **Appreciate the development, values and limitations of their own and other cultures through personal integration and communication.**
- **Engage the complexity of human personality and behavior, developing balanced and critical self-awareness, and demonstrating sensitivity in interpersonal relationships.**
- **Develop widening aesthetic appreciation, discernment and expression, including an understanding of the creative process.**
- **Acquire critical and creative thinking abilities, read and listen perceptively, and write and speak effectively and responsibly.**
- **Develop analytical, research, and problem-solving skills using appropriate mathematics, logic, technology, and scientific methods.**
- **Embrace the Christian life, as ethical and redemptive servants, leaders, and stewards.**
- **Acquire competencies in a major field and skills for lifelong learning.**

5. **In what ways is your Co-Curricular Unit essential to the University? List any distinctives that you have from other Co-Curricular Units within Judson. List distinctives that set you apart from similar Co-Curricular Units at other higher education institutions.**

6. **Describe the Co-Curricular Unit’s goals for campus service and community relationships (and teaching and research, if relevant).**

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**Staff/Administration**

7. **Provide an organizational chart for your Co-Curricular Unit (in an appendix).**

8. **Provide resumes and job descriptions for all full-time and part-time staff/administration (in an appendix).**

9. **In the chart below, list information about each full-time and part-time Co-Curricular Unit member. Add rows as needed.**

<table>
<thead>
<tr>
<th>Person’s name</th>
<th>Title</th>
<th>Years in position</th>
<th>Hours</th>
<th>Date of Last</th>
</tr>
</thead>
</table>

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10. List professional development for each staff member (degrees or certifications recently received, attendance at conferences, recent training received, courses recently taken, etc.)

Programs and Services

11. How does your Co-Curricular Unit serve students and engage with them?
   a. Describe the formal strategies you use.
   b. Describe the informal strategies you use.

12. Provide the approximate number of students, faculty, and staff served by your Co-Curricular Unit over the last five years.

13. What trends do you notice in your unit that positively impact your ability to do your work (such as good working environment, budget support, technology upgrades, and so forth)?

14. What trends do you notice in your unit that negatively impact your ability to do your work (such as employee turnover, increased regulations, additional responsibilities, and so forth)?

15. What requests do you receive for services that are not currently offered in, or supported by, your Co-Curricular Unit?

16. If you have special hiring (including background checks)/recruiting/admissions/application criteria for your Co-Curricular Unit, please provide that information.

Assessment Procedures, Results, & Follow-Up

17. List all authorizing/professional organizations of which your Co-Curricular Unit and/or staff/administration are members. Include web addresses.
18. List the benchmarks/professional standards/best practices/legal requirements advanced by those organizations. Describe how effectively your Co-Curricular Unit meets representative standards.

19. List the goals of your Co-Curricular Unit.
   - Co-Curricular Units generally should have six to eight goals.
   - Each goal should be simple and include an action verb: *The Co-Curricular Unit will <<action verb>> <<something>> (e.g., Career Services will provide at least 10 resume workshops every semester).*
   - Each goal should be measurable.

20. What is your assessment plan for measuring the effectiveness of your Co-Curricular Unit?
   - What specific instruments do you use for measuring each goal and/or professional standard?
   - Who administers the instruments and when?
   - How do you, as a Co-Curricular Unit, evaluate this work?
   - How/when do you make changes/improvements based on your evaluations of the assessments?
   - How do you keep track of changes?

21. Please provide a record of assessment-based adjustments you, as a Co-Curricular Unit collectively (and individually) have made over the last five years.

22. If you have not been doing regular assessment of your Co-Curricular Unit over the last five years, what do you plan on implementing for assessment over the next five years?

23. If there is any other assessment-related information about your Co-Curricular Unit that you would like to share, please note it here.

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**Resources**

[Some of these answers may be obtained from the Business Office]

24. Report your operating budget over the last five years, indicating significant changes, reductions, and/or additions.

25. What sources of external funding have been available to your Co-Curricular Unit over the last five years? Possibly including, but not limited to the following: grants for research, equipment, or students; fundraising done by the Co-Curricular Unit or designated donations received; ticket or admission sales; other.
26. Please list any and all scholarships (number and dollar totals) that your Co-Curricular Unit has had responsibility for awarding over the last five years.

27. Assess the quality and/or limitations of the main facilities and equipment used within your Co-Curricular Unit. The goal here is to highlight where your environment’s strengths are, as well as what types of things need to be updated/improved for further development and growth.

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**External Relationships**

28. Describe external relationships (formal and informal) your Co-Curricular Unit has. Some examples are relationships with community colleges/other colleges/high schools, corporate/government entities, churches/religious organizations, community organizations, professional organizations, key vendors, partnerships, etc.

29. List off-campus service learning opportunities and volunteer opportunities for students in your Co-Curricular Unit.

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**Summary**

Briefly summarize your report. Include an explanation of three strengths, three challenges, and suggest how the challenges should be addressed. Include your vision and plan for the next year, the next five years, and the next ten years. This section will be distributed to the Judson campus community. It should not be more than two pages long.

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As the final step in the review process, the Provost, Leadership Team Member, and Department Chair will create an action plan that will link the review results with strategic planning and budgeting.