

## Kempner, Brandon K

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**From:** Ratzlaff, Elizabeth K  
**Sent:** Thursday, October 13, 2016 6:17 PM  
**To:** Blea, Kimberly J; Jenkins, Katherine A; Kempner, Brandon K; Lindline, Jennifer; Rivera, Buddy  
**Subject:** Summary of CCOA meeting today and assigned tasks

Hi All,

We had a small but productive meeting today and have been tasked with the following:

- 1) Develop a definition for “Co-curricular” that can be edited and agreed upon at the next meeting (Elizabeth with input from Jennifer who already has a good start on this –maybe has it completed)
- 2) Update list of co-curricular programs based on discussion today (Elizabeth). There was a decision to divide programs into three categories- co-curricular, extracurricular and student services so some things moved into other categories. This will be an ongoing process/discussion.
- 3) Develop a guidelines (roles, responsibilities, membership) for a standing Co-Curricular Outcomes Committee that will report to the Dean of Students (Kim and Elizabeth)
- 4) Develop an organizational chart that includes academic and co-curricular outcomes assessment committee (Elizabeth)
- 5) Develop a process for programs to conduct co-curricular assessment using Jean’s template (Brandon)
- 6) Rewrite the goals of co-curricular assessment to include reporting/closing the feedback loop to Kim’s committee(Brandon)
- 7) Request a list of data available to programs to use when they come up with assessment plans (Buddy- can you provide that?)
- 8) The group is recommending that the University purchase Skyfactor to support co-curricular assessment efforts (Kim will work on this)
- 9) Ask Maxine for the list of people who attended the Co-curricular workshops this summer (Elizabeth)

We respectfully request that each of us complete these by Wednesday, October 19<sup>th</sup> so that we can review them at a meeting on Friday, October 21<sup>st</sup> at 3 pm.

(please respond with any changes or items I left out)

Thanks,  
Elizabeth