YEAR END CO-CURRICULAR PROGRAM REVIEW: REFLECTION, ACTION PLAN, & TIMELINE TO "CLOSE THE LOOP"
Based on your review of the co-curricular program, how should it be modified?
Refer to data from the Co-Curricular Event Reports as needed.

EVENT NAME	IS CHANGE NEEDED? Yes or no	PERSON RESPONSIBLE	REFLECT ON EACH EVENT AND EXPLAIN NECESSARY CHANGES	DATE TO BE FINISHED
Constitution Day Treasure Hunt	Possibly	Penny Lunsford	Students requested that event continue for two days so they have time to complete it	September 2024
Constitution Day Treasure Hunt	Yes	Club sponsors Website Admin	Students commented that all student organizations were not listed on the website. They also requested that the advisor be listed there as well so it would be easier to locate who to contact regarding each club.	May 2024

UARM Rubric for Co-Curricular Programs Assessment

Program or Unit: **Date:**

Part I: Submission & Documentation	**Satisfactory**	**Unsatisfactory**	**Comments/Notes**
Program Assessment submitted on time			
Documentation supports program sustainability			
Part II: Reporting on Outcomes	**Satisfactory**	**Unsatisfactory**	**Comments/Notes**
Report indicates that participant feedback opportunities were available for events (Table 1)			
Report clearly indicates which outcomes were reported on (Table 1)			
Report describes evaluation methods used (Table 1)			
Methods used are appropriate for the outcome(s) being assessed (not just participation rates) (Table 1)			
Report aligns events with Strategic Plan goals (Table 2)			
Budget information is complete for each event (Table 3)			
Overall success ratings are justified with sufficient detail (Table 4)			
Staffing/training needs are explained (Table 4)			
Part III: Plan for Following Year	**Satisfactory**	**Unsatisfactory**	**Comments/Notes**
Report identifies decisions based on the evidence and if appropriate potential actions to be taken for changes and/or improvements to the program. (Table 4)			
Report identifies methods to be used to measure the following year's outcomes and success of implanted changes (Table 4)			
Overall Feedback			