### ASSESSMENT REPORT/PLAN

**College/Division:** Student Affairs  
**Academic Year:** 2010-2011  
**Department/Center/Office:** Co-Curricular Programs  
**Submission Date:** 11/11/2011

### MISSION STATEMENT:

The Department of Co-Curricular Programs is committed to strengths-based learning beyond the classroom. This is accomplished by providing students opportunities to engage actively in orientation and leadership development programs, student governance, and clubs and organizations. We support the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

### OBJECTIVES/GOALS:

**Goals:**  
2010-2011: Goals focused on implementation of the Ignatius Loyola Institute for Values Education (iLIVE) and programs designed to support student retention and engagement.  
- Implement Ignatius Loyola Institute for Values Education (iLIVE).  
- Enhance support for, communication with, and oversight of registered student organizations.  
- Develop resources and programs that better serve the needs of commuter students.  
- In collaboration with Residential Life and student organizations, expand the offering of late night programming for Loyola students.  
- Enhance the Cardoner Leadership Fellows program to include intentional leadership development activities throughout each year of the program.  
- Raise student awareness of activities and programs through Co-Curricular Programs and the Office of Student Affairs by improving marketing strategies and implementation.

**Objectives:**  
1. Launch leadSTRONG Speaker Series, Jesuit Speaker Series, Emerging Leaders in 2010-2011. (supports the implementation of the Ignatius Loyola Institute for Values Education, iLIVE)  
2. Implement a student organization renewal process whereby all organization representatives submit updated organization information and complete a student leader survey evaluating their experience as president of their organization. (supports enhancement, communication with, and oversight of student organizations)  
3. Host a commuter student program including focus groups, commuter breakfasts, and identify needs and services of commuter students. (supports development of resources and programs that better serve the needs of commuter students)  
4. Work with student organizations and Residential Life to host a late night event each Friday and Saturday night during the fall and spring semesters. (supports the expansion of late night programs)  
5. Introduce new elements to the Cardoner Program including mentoring, leadership program attendance requirements, and a service hour requirement. (supports enhancement of the Cardoner Leadership Fellows Program)  
6. Increase student contact on Facebook and implement at least one new means of publicity for events on campus. (supports increasing student awareness of activities and programs)  
7. The Student Affairs Assessment Committee met weekly during the academic year 2010-2011 to develop learning domains and department outcomes. For the Department of Co-Curricular Programs, several learning outcomes were established for assessment during the academic year 2011-2012 focusing on the areas of leadership, late-night programs, commuter services, and StrengthsQuest.

### ASSESSMENT (What assessment tools are you using and how do they address the objective/goals cited above?):

**Assessment Tools:**  
- Event assessment for number of events held and participation tracking – Objective 1  
- Emerging Leaders Program Survey – Objective 1  
- Student Organization Leader Survey - evaluation of student organization president’s experience and leadership development – Objective 2  
- Commuter Student Focus Group - assessment of commuter student needs, programmatic interests, and resource evaluation – Objective 3  
- Late night program event tracking – Objective 4  
- Cardoner Leadership Fellows evaluation and focus group - review of year-long programs, community building components, service opportunities, and feedback for program enhancements – Objective 5  
- Facebook fan tracking and published media – Objective 6
WHERE ARE THE ASSESSMENTS LOCATED?

- Event assessment for number of events held and participation tracking (located in office)
- Emerging Leaders Program Survey (located on Google Forms)
- Student Organization Leader Survey - evaluation of student organization president’s experience and leadership development (located in email populated by university submitted form)
- Commuter Student Focus Group - assessment of commuter student needs, programmatic interests, and resource evaluation (located in office)
- Late night program event tracking (located in office)
- Cardoner Leadership Fellows evaluation and focus group - review of year-long programs, community building components, service opportunities, and feedback for program enhancements (located on Student Voice)
- Facebook fan tracking and published media (located on Facebook and in office)

EVALUATION METHODS (How were the assessments evaluated?):

Assessments were evaluated by Co-Curricular Programs staff related to the individual programs. Staff were responsible for developing the assessment tools as needed and distributing the tool to the appropriate student populations. Once the assessment was completed staff would interpret the results and communicate successes and needed changes with the VPSA, staff, and students. These results were then used to assist in planning future programs.

RESULTS/OUTCOMES:

- Event assessment for number of events held and participation tracking - iLIVE reached over 950 students through the leadSTRONG Speaker Series, Emerging Leaders, Cardoner Leadership Fellows, and Jesuit Speaker Series. In addition to student participants, over 60 students have been able to assume leadership roles in the planning and implementation of iLIVE. (Objective 1)
- Emerging Leaders Program Survey - On a scale of 1-5 (1 being not at all effective, 5 being very effective), students gave the Emerging Leaders Program a 4.25; Students stated, “I learned how to better interact with people that I am involved with in extra-curricular groups.” “The lessons learnt in this program will definitely help me be a more inclusive leader and enhance my leadership skills.” “The program also opened my eyes to opportunities on campus that I can do to enhance my leadership skills.” Students stated they would like the program to be longer. (Objective 1)
- Student Organization Leader Survey - Over 70% of student organization presidents indicated that their experience in their position helped them to gain self-confidence, made them more conscious to the goals and interests of the people they lead, think critically, effectively manage resources, effectively manage time, develop organizational skills, learn to delegate, and practice effective communication; 93% of student organization leaders indicated they are satisfied or very satisfied with their experience as a student leader on campus. (Objective 2)
- Commuter Student Focus Group - Commuter students reported increased satisfaction with programs and services delivered for the commuter student population. This included the commuter student breakfast and PB&J Tuesdays; Students reported the need for additional services including lockers to store personal belongings during daytime hours and increased support for off-campus housing information such as available housing, tenant law, and community resources and services. (Objective 3)
- Late night program event tracking - Over 45 events hosted by student organizations, Co-Curricular Programs, and Residential Life were held in 2010-2011. (Objective 4)
- Cardoner Leadership Fellows evaluation and focus group - 70% of the Cardoner Leadership Fellows indicated that the living learning community was an extremely effective component of the Cardoner Program; over 50% of Cardoner Leadership Fellows indicated the following skills and information should be included in Cardoner leadership development: leading by example, group dynamics, conflict resolution, motivation, and getting involved on campus. (Objective 5)
- Facebook fan tracking and published media - Added new published media including the Stall Street Journal, This Week at Loyola, and banners for leadership speakers. (Objective 6)

USE OF RESULTS (What modifications, adjustments were made based upon the evaluation of the assessment materials?):

- Event assessment for number of events held and participation tracking - Continued implementation of iLIVE series and plans for the addition of new components including Omicron Delta Kappa National Honor Society. (Objective 1)
- Emerging Leaders Program Survey - Expanded Emerging Leaders Program to eight weeks and added an additional section of students. (Objective 1)
- Student Organization Leader Survey - Created updated student organization flies and introduced tailored
educational workshop topics based on student leader feedback. (Objective 2)
- Commuter Student Focus Group – Continued implementation of commuter programming, added reservations of lockers for commuter storage, advertised commuter lounge space, and adding off-campus housing web-based resources. (Objective 3)
- Late night program event tracking – Added organization reservation meetings allowing student organizations to select their dates in advance for late night program planning. (Objective 4)
- Cardoner Leadership Fellows evaluation and focus group – Implemented new programmatic elements to the Cardoner Program including critical discussions, blogs, StrengthsQuest, and group socials. (Objective 5)
- Marketing and Social Media – Increased use of social media for communication, contests, and feedback. (Objective 6)

RESOURCES/TIMELINE/APPROVALS (Based upon the modifications/adjustments included in the USE OF RESULTS section, identify the timeline, resources and approvals required to implement the change.):

- Implementation of iLIVE series and plans for the addition of new components including Omicron Delta Kappa National Honor Society – Speaker Series and Emerging Leaders events planned for 2011-2012; need to recruit junior and senior students for Omicron Delta Kappa colony and begin chartering process. (Objective 1)
- Expanded Emerging Leaders Program to eight weeks and added an additional section of students – recruited two sections of students for a total of 29 students; added an additional facilitator to manage both sessions; increased the program from 6 weeks to 8 weeks and added leadership curriculum for the new sessions. (Objective 1)
- Created updated student organization files and introduced tailored educational workshop topics based on student leader feedback – revised student organization charter processes and created revised pdf documents; created revised organization documentation; implemented approvals of resources (rooms, mailboxes, etc.) for only registered student organizations. (Objective 2)
- Continued implementation of commuter programming; added reservations of lockers for commuter storage, advertised commuter lounge space, and adding off-campus housing web-based resources – lockers and lounge space made available in fall 2011; planned implementation of off-campus housing web based resources for January 2012. (Objective 3)
- Added organization reservation meetings allowing student organizations to select their dates in advance for late night program planning – set meetings for each semester and allocated $300 per event to support student organizations planning of late night programs. (Objective 4)
- Implemented new programmatic elements to the Cardoner Program including critical discussions, blogs, StrengthsQuest, and group socials – introduced new programmatic elements in fall 2011, collaborated with Residential Life staff to assist with implementation of Critical Discussions component. (Objective 5)
- Changed Facebook page to a group page to better assess analytics. (Objective 6)

SIGNATURE: DEPT. CHAIR/DIRECTOR  SIGNATURE: DEAN/VICE-PRESIDENT
Name: 
Date: 11/01/11  Name: 
Date: 
Final Approval: Implementation Date: