15. CSUCI’s Co-Curricular Program Assessment, Review and Continuous Improvement

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CSUCI is committed to the ongoing review of its co-curricular programs with the goal of improving educational effectiveness. In this section evidence of co-curricular program effectiveness is offered by Divisions of Student Affairs (in particular Student Housing and Student Leadership) and Academic Affairs (in particular the Library and Academic Advising).

The Division of Student Affairs, the Library, Academic Advising and the University Math and Writing Center each solicit input and conduct periodic evaluations to gauge day-to-day effectiveness of programs and services. The Division of Student Affairs sets clear goals and objectives for each of its departments and learning outcomes for key programs, workshops and activities; collects qualitative and quantitative evidence of learning and effectiveness on an ongoing basis; and each department relies on a range of methodologies for assessing program effectiveness. The Library currently has several methods for on-going assessment. There has been an annual Faculty Assessment Survey given each year for the past two years, and a Student Assessment Survey will be implemented for the first time this year. The library Dean regularly meets with the Faculty Library Advisory Committee, and with the small size of the current library facility and the university, the library staff interacts with students in a variety of settings that enable our staff to assess the effectiveness of the library’s collections and services.

Evaluating advising effectiveness has been a high priority for the Advising Center. Advisors regularly assess advising activities including one-one sessions and workshops. In addition, an assessment instrument was developed that will measure student learning outcomes for the advising process and programs. This instrument has been finalized and is being distributed to sophomore and senior students during the 06-07 academic year. In addition to on-going assessment, the Advising Center monitors each student contact to the Advising Center. Advisors maintain counselor notes regarding each student counseling session. This detailed documentation and continuous monitoring of individual student progress has contributed to continuity of advising services and positive timeliness to degree for CI students.

The Division of Student Affairs, the Library, Academic Advising and the University Math and Writing Center are committed to on-going assessment based on best practices and recognized standards. The Division of Student Affairs uses a 24-month Comprehensive Program Review cycle to evaluate its programs, which includes: 1) a preparatory phase that acquaints reviewers with the entire CPR process, 2) and in-depth detailed self-study, 3) a campus site review chaired by a member of the faculty, and 4) a review conducted by an external evaluator. As a guide to best practices, the Academic Advising Program has incorporated the recommendations of the Council for the Advancement of Standards for Student Services/Development programs. In addition, assessment guidelines developed by NACADA (National Academic Advising Association) have been incorporated in the 2006-2007 advising assessment instrument. In addition to the annual report published in the Academic Affairs Annual Report, the advising program participated in the 2006-2007 Zero Base Budget process.
This process included a full program review of Advising, the University Math and Writing Center as well as student articulation.

Evidence:

Division of Student Affairs Comprehensive Program Review

15.1  Back to Basics Leadership Retreat
15.2  Orientation Staff Training
15.3  EOP Peer Mentor Training
15.4  Be a Part From the Start
15.5  Critical Thinking for EOP Summer Program
15.6  Co-Curricular Portfolio
15.7  Dimensions of Development
15.8  Comprehensive Program Review—CPR
      Phase I: Preparatory
      Phase II: Self-Study
      Phase III: Site Review
      Phase IV: Outside Professional Review
      Strategic Planning Response
15.9  Advance Planning: 24-month Cycle Timeline and Worksheet

Library

15.10 2004-2005 Annual Report (on file with WASC evidence)
15.11 2005-2006 Annual Report
15.12 Library Resources and Services Survey 03-04
15.13 Library Resources and Services Survey 04-05
15.14 Library Resources and Services Survey 05-06
15.16 Library Services Survey 2005-2006
15.17 Library Strategic Plan
15.18 Library Assessment Plan 06-07
15.19 2005-2006 Library Graffitti Survey Summary

Academic Advising

15.20 2005-2006Annual Report (including University Writing and Math Center
15.21 Zero Base Budget 2006-2007 Notebook
15.22 Student Satisfaction survey for one-on-one advising appointment
15.23 Student Satisfaction survey for transfer workshops
15.24 Student Satisfaction survey for Advising during Island View Orientation
15.25 Assessment Instrument for sophomore and seniors
15.26 General Counselor Notes
15.27 NACADA guideline to academic advising assessment
15.28 Advising Center Monthly Visitor Report
15.29 Advising Center Visitor Survey Report