Co-curricular Self-Study & Strategic Planning Guidelines

Part 1 – Department Data

Standard set of departmental statistics, provided by the Institutional Research Office. Includes items such as budget, satisfaction data, participation rates, key performance indicators, etc.

Part 2 – Program Analysis and Assessment

SECTION 1: Program Analysis - Use data to evaluate the strengths, weaknesses, opportunities and threats of the program using the table below as a framework. Focus on issues of strategic importance to your program. Do not attempt to describe all activities or characteristics of your program, but provide a narrative that gives a broad picture of the major strengths and challenges of the program. Conduct your analysis in consultation with other staff and stakeholders of the program as appropriate.

INTERNAL	EXTERNAL
A) Strengths – attributes of the program that have a positive effect on quality & student experience	**C) Opportunities** – conditions external to the program (which may be within or external to GC) that (could) have a positive effect on quality & student experience
B) Weaknesses – attributes of the program that have a negative effect on quality & student experience	**D) Threats** – conditions external to the program (which may be within or external to GC) that (could) have a negative effect on quality & student experience
To consider: ● *Incorporation of best practices in the field* ● *Student participation and evaluations* ● *Survey results* ● *Finances and budget* ● *Inclusion and diversity* ● *Staff qualifications and development* ● *Impact within the institution, service to other programs, etc.*	*To consider:* ● *Student demand for and interest in the program* ● *Linkages with local and regional businesses & organizations* ● *Connections & partnerships with other educational institutions* ● *Incoming student characteristics* ● *Federal compliance and Title IX*
E) Alignment – Indicate how the program is consonant with the institution's mission, demonstrates the core values & vision, and aligns with the emerging platforms.	

SECTION 2: Assessment of Student Learning – If your department engages in significant student development or education activities, examine the extent to which students are achieving each of the program student learning outcomes. Evaluate student achievement for each outcome separately. Report number and percentage of students who achieve the learning outcome. Assessment should correspond to the department's assessment plan and draw on assessment activities as evidence of student achievement. Demonstrate how program learning outcomes are aligned with and contribute to Core or institutional learning outcomes.