



Co-Curricular Assessment Committee
Assessment Plan Review Procedures
(Approved 9/13/2019)

1. Unit submits to CCAC Chairperson a completed Co-Curricular Assessment Plan.
 2. Chairperson assigns a three person Review Team.
 3. Chairperson sends the Review Team the designated Unit's Co-Curricular Assessment Plan.
 4. Review Team meets collectively to score the Co-Curricular Assessment Plan using the Co-Curricular Assessment Plan Rubric.
 5. Review Team sends Co-Curricular Assessment Plan Rubric to the Chairperson.
 6. Chairperson places the designated unit's Co-Curricular Assessment Plan on upcoming meeting agenda.
 7. After discussion in a duly constituted forum compliant CCAC meeting, the Assessment Plan is voted on with a present majority needed to pass.
 8. If the Co-Curricular Assessment Plan does not receive a majority vote, the Chairperson will meet with Unit Assessment Point Person for remediation, and the process will start over.
 9. If the Co-Curricular Assessment Plan receives a majority vote, the Co-Curricular Assessment will be signed by the Chairperson and Scribe and archived.
 10. The approved Co-Curricular Assessment Plan will entered into Watermark by the Unit's Assessment Point Person.
- *If the Chairperson's unit is being reviewed, the Vice-Chairperson will be responsible for completing the Assessment Plan Review Procedures*