

**Co-Curricular and Curricular Support Reporting Form 2016-2021**

According to the HLC, Co-Curricular activities are defined as “learning activities, programs, and experiences that reinforce the institution’s mission and values and complement the formal curriculum. Examples: Study abroad, student-faculty research experiences, service learning, professional clubs or organization, athletics, honor societies, career services, etc.” (hlccommission.org).

This information included in this completed report will demonstrate how your area meets the following HLC criteria:

3.E.1. Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students.

4.B.2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.

**Note: Please include ANY existing assessment reports from your area from 2016-2021. We are not asking you to create any new reports.**

**If you are unable to include assessment reports for 2020-2021, please detail what you had intended to assess.**

**Please complete the following to the best of your ability:**

Basic Information

* Program Name: The Learning Center - Tutoring
* Office: CL 207
* Division: Provost
* Date Submitted: August 13, 2021

Mission Statement

* Provide area mission statement

The mission of The Learning Center is to facilitate student success in academic coursework at UW-Green Bay. This is accomplished through providing a comprehensive support services program to include content area study groups and individual peer mentoring each semester, and other resources to aid in academic success.

* Explain how the area’s mission statement connects to UWGB’s mission statement (in at least one area)

The Learning Center provides educational experiences through tutoring and learning that promotes student success.

Learning Outcomes for your area (Learning Outcomes tend to stay the same while goals may change yearly):

* State your Learning Outcomes (outcomes should focus on student performance and be measurable. If you have **goals** rather than outcomes, skip this step and fill in your goals under each individual assessment year):
* Indicate if your co-curricular outcomes are aligned with a National Standard (NACE,

etc.,).

* If possible, indicate if/how your co-curricular outcomes cohere with the strategic goals of the division and/or the university.

**Assessments 2016-2021**

GOALS for Assessments 2016 - 2019

To provide timely mentoring to registered students using peer led study groups and individual peer mentoring/tutoring in various subject areas.

To offer instructor specific study groups and peer mentoring/tutoring whenever possible.

To help make users of services confident independent learners.

To promote the use of tutoring/mentoring on campus.

To assist in making the mentoring experience not just a job for student staff but an enriching and rewarding event/high impact practice.

**Please include any assessment reports that you have created for your area within this time period as Appendices. These can be direct or indirect assessment methods.**

**Below are particulars that might be helpful to you regarding assessment in your area.**At this time, **you are not required** to answer all of these questions for your existing assessment reports, but these can be helpful for thinking of assessment projects moving forward:

Cycle of Assessment:

* Identify **which** the outcomes/goals were assessed during the cycle:
* Discuss the metrics you used for the assessment

Outcome Assessment Procedure:

* Detail **when** the data was collected for assessment for the learning outcomes/goals. We suggest that you include both direct and indirect assessment for each outcome.
* Detail **how** the data was collected. Include specific activities.
* Describe the benchmarks/targets for each outcome/goal.
* Which specific artifacts were collected for the outcomes assessed?
* How is the data maintained?

Participation in the Assessment Process

* Who was responsible for data collection?
* Who oversees your assessment process? What roles do they serve?

Data Analysis

* Discuss the process for reviewing, aggregating and analyzing the assessment results.
* How were the results aligned to targets/benchmarks and outcomes?
* How did you disseminate the direct and indirect assessment results to your unit? Who is in charge of this process?
* How was this assessment information made available to the public?

Using Assessment Results for Continuous Improvement

* How did you use the result to maintain current performance and/or ensure continuous improvement?

**Please include any materials that may be pertinent to your report as Appendices.**

**Submit your report to uac@uwgb.edu.**

Programs are encouraged to consult with the University Assessment Program.

Contact information: uac@uwgb.edu