

**The Goal:** We must document the significance, value, and contributions student services makes toward the institution's mission and goals. In order to accomplish this, building a culture of evidence that demonstrate the learning taking place within the experiences provided becomes a significant aspect of accomplishing better practices to deepen, adjust, and correct if needed, the co-curricular student experience. We do this by examining the work being done, determining the effectiveness of the work, and the impact it has on student learning. Critical questions to answer by way of evidence:

- Do the spaces we create for students impact them in ways that contribute to their success?
- What are students learning (and does the learning align with learning outcomes, division competencies and the institution mission/strategic objectives?)


There are four steps to complete year one of the CAS Review. Please reference the Year 1 instructions document for expanded definitions, guidance and resources.

Mapping is an evidence-

Familiarize yourself with the website section on Year One deliverables, resources, templates, and instructions.

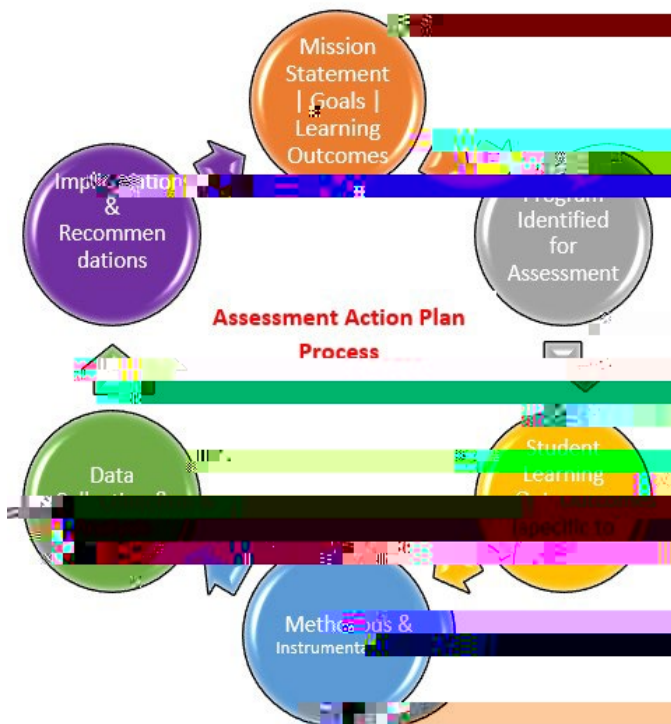
Align your department Learning Outcomes with the division competencies.

(If not, please reference year zero of the CAS

deliverables before completing this exercise. If you need assistance, please reach out to Danielle Licitra @ [dlicitra11@bristolcc.edu](mailto:dlicitra11@bristolcc.edu)). For this exercise please use the template  (or under year 1 of the CAS Review webpage). The below template is a snap shot with an example and is explained further in the Year 1 instructions document.

The CAS program review cycle includes work that prepares departments (functional areas) to engage in Assessment Projects. The framework used in delivering an assessment plan includes 6 steps. For this deliverable, please choose at least one large scale or High Impact program/service you would like to assess.

(If not, please reference year zero of the CAS deliverables before completing this exercise. If you need assistance, please reach out to Danielle Licitra @ [dlicitra11@bristolcc.edu](mailto:dlicitra11@bristolcc.edu)).



Please use the template provided that incorporates the CAS standards. This is a self-assessment tool that will yield a SWAT analysis of section eight (communication & collaboration) in terms of specific functional areas. For additional information, please reference the year 1 instructions document.

Plan at least two SMART goals for next year

One must be directly related to the improvement of student learning

One must be directly related to equity-minded practices

Submit Summary Report by June 30<sup>th</sup>

CAS Review Annual Summary