



# Assessment Report

## PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:		
<u>2019-2020</u>	<u>Carol Rogers</u>	<u>crogers25@cnm.edu</u>
Academic Year	Contact Person	Email

Name of Program:	Courses:
Bookkeeping Certificate	ACCT 1135    ACCT 1150

## PART 2: PROGRAM SUMMARY

Provide a high-level review of the program to include highlights, successes, challenges, significant changes, and significant resources needed to support the program.
There was increase in the number of bookkeeping certificates awarded, an increase in the course retention rates for the courses included in this certificate, and an increase in the C-pass rates for these courses over the 2019/2020 academic year when compared to the prior academic year.

**Part 3: DATA REVIEW**

<b>Program Data</b> <b>(Each Review Year is defined as Summer, Fall, and Spring terms)</b>	<b>Review Year</b> <b>19-20</b>	<b>Review Year</b> <b>18-19</b>	<b>Review Year</b> <b>17-18</b>
Annual number of graduate awards is greater than 10	60	48	49
Number of declared majors	35	30	45
Average class size	22	24	24
Annual Average class retention rate is 70% or above (SAGE 65%)	88%	84%	80%
Annual C-Pass rate for coursework is 60% or above	76%	69%	67%
Average class fill rate at 60% or above capacity within a term or over a year	72%	79%	79%
Transfer numbers/percent	NA	3 (6%)	5 (10%)
Full-time to part-time faculty ratio	10: 3	9: 5	10: 5

<b>Summarize how your program met or did not meet the target measures based on the data above.</b>
Targets met.

**Part 4: PROGRAM LEARNING OUTCOME ANALYSIS.**

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
Apply accounting knowledge in an internship/cooperative education setting or in a simulated business situation.	Acct 2095/2098, Internships, Cooperatives Acct 1410, QuickBooks Complete	Final Exam.	The target that students will average 71% or higher on the Acct 1150(Acct 1410) Common Final Exam was met. The average final exam score was 76.81%
Identify, analyze, and record business transaction	Acct 1140, Accounting Applications	Final Exam.	The target that 75% of students will receive a score of 75% or higher on this common final exam was met. 81.55% of students received a score of 75% or higher on this common final exam. The average grade on the final exam was 83.73%
Prepare common accounting documents, such as bank reconciliations	Acct 1140, Accounting Applications	Final Exam.	The target that 75% of students will receive a score of 75% or higher on the bank reconciliation problem on the common final exam was not met. 72.82% of students received a score of 75% or higher on the bank reconciliation problem on the final exam. The average grade on the final exam for this problem was 79.35%

**Interpretation of Assessment findings**

With the targets for this Program Learning Outcomes being met or almost met, the course teams will continue to monitor these assessment results over the next academic year to ensure that these assessment tools are a viable measure of these outcomes.

**Part 6: ADDITIONAL ACTION PLAN IN SUPPORT OF STUDENT LEARNING (IF APPROPRIATE)**

Upcoming year	Changes planned for the upcoming year	Data motivating this change
2020-2021		
2020-2021		
2020-2021		

**Please Select all the following that characterize the types of changes described in the above action plan:**

- Assessment criteria revision
- Assessment methodology revision
- Assignment revision
- Budgetary reallocation
- Change in teaching approach
- Course content revision
- Curricular Revision
- Faculty training/development
- Process revision

**Part 6: COMMENTS**

**Use this section to record any comments, notes, or questions from individuals who reviewed this report.**

**School Dean:**

SAAC Representative: