



# Assessment Report

## PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:		
<u>2019-2020</u>	<u>Benjamin B. White</u>	<u>bwhite37@cnm.edu</u>
Academic Year	Contact Person	Email

Name of Program:	Courses:
Business Manager Certificate	ACCT 2110    ACCT 2120    BUSA 2220

## 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.
This plan is used to assess the Business Manager Certificate program to provide a consistent process for documenting and reporting outcome results and actions taken as a result of this assessment.

**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	0	0	0
Number of declared majors	0	0	0
Average class size	20	22	22
Annual Average class retention rate is 70% or above (SAGE 65%)	90%	90%	87%
Annual C-Pass rate for coursework is 60% or above	75%	74%	72%
Average class fill rate at 60% or above capacity within a term or over a year	68%	70%	73%
Transfer numbers/percent	NA	0 (0%)	0 (0%)
Full-time to part-time faculty ratio	49: 32	55: 30	58: 26

<b>Summarize how your program met or did not meet the target measures based on the data above.</b>
New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future

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

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
3. Describe the basic managerial processes including decision-making and other key skills necessary for managers to perform their roles	BUSA 2220.	Class project.	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future
6. Identify and discuss the fundamental elements of effective communication within business organizations	BUSA 2220.	Class project.	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future
2. Apply general business and human resource management functions	BUSA 2220.	Class project.	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future
4. Prepare and review common accounting documents, such as bank reconciliations, employee payroll registers, and budget reports	ACCT 2110.	Class project.	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future
5. Demonstrate ability to use governmental accounting including budgetary, appropriation, and encumbrance accounting	ACCT 2120.	Class project.	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future

**Interpretation of Assessment findings**

New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future

**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	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future	New Program; will monitor BUSA 2220, ACCT 2110 and 2120 in the future
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:**

