



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:
General Business Certificate	BUSA 1110 BUSA 1130

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 General Business Certificate to provide a consistent process for documenting and reporting outcome results and actions taken as a result of this assessment.

Part 3: DATA REVIEW

Program Data (Each Review Year is defined as Summer, Fall, and Spring terms)	Review Year 19-20	Review Year 18-19	Review Year 17-18
Annual number of graduate awards is greater than 10	199	213	245
Number of declared majors	26	32	28
Average class size	22	23	23
Annual Average class retention rate is 70% or above (SAGE 65%)	88%	89%	87%
Annual C-Pass rate for coursework is 60% or above	75%	75%	71%
Average class fill rate at 60% or above capacity within a term or over a year	73%	76%	74%
Transfer numbers/percent	NA	38 (18%)	43 (18%)
Full-time to part-time faculty ratio	54: 38	48: 38	53: 46

Summarize how your program met or did not meet the target measures based on the data above.
All outcomes for this Certificate Program are within the targeted goals.

Part 4: PROGRAM LEARNING OUTCOME ANALYSIS.

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
Recognize and demonstrate effective teamwork skills.	BA 1131	Class project.	96% of all students received a grade of 71% or higher while only 4% of students received a grade of 70% or lower (D).
Research and use data to effectively evaluate and solve business problems.	BA 2999	Class project.	The Capstone Class has a Strategic Plan project and 93% of all capstone students met the goal of achieving 81% or better.
Utilize technology in appropriate business situations.	BA 2999	Class project.	The Capstone Class has a Strategic Plan project and 93% of all capstone students met the goal of achieving 81% or better.

Interpretation of Assessment findings
The success rate for students in this program met the targeted goals for 2019-2020 demonstrating teamwork and strategic planning skills.

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	N/A	
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: