



Assessment Report

PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:		
<u>2019-2020</u>	<u>Anna Wormald</u>	<u>awormald@cnm.edu</u>
Academic Year	Contact Person	Email

Name of Program:	Courses:
Office Technology AAS Degree: Medical Technology	BUSA 1310 OTEC 2201 OTEC 2270

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.
For the Office Technology AAS Degree: Medical Concentration, 6 degrees were awarded.

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	6	5	6
Number of declared majors	25	24	37
Average class size	9	7	8
Annual Average class retention rate is 70% or above (SAGE 65%)	91%	93%	93%
Annual C-Pass rate for coursework is 60% or above	88%	74%	88%
Average class fill rate at 60% or above capacity within a term or over a year	28%	24%	30%
Transfer numbers/percent	NA	0 (0%)	2 (33%)
Full-time to part-time faculty ratio	4: 0	4: 0	5: 0

Summarize how your program met or did not meet the target measures based on the data above.
Number of graduate awards and the average class fill rate increased from the previous review year, although it is below the target rate.

Part 4: PROGRAM LEARNING OUTCOME ANALYSIS.

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
Communicate with clarity, conciseness, and purpose in written form.	OTEC 2260	Class project.	A total of 8 out of 10 students passed OTEC 2260 (BUSA 1310) with a C or better.
Create and present an oral presentation.	OTEC 2260		A total of 9 out of 10 students passed OTEC 2260 (BUSA 1310) with a C or better.
Produce medical reports, forms, and other medical documents utilizing transcription skills.	OTEC 2270	Final Exam.	A total of 6 out of 6 students passed OTEC 2270 with a C or better.
Produce office application documents and integrate office application software skills.	OTEC 2201		A total of 10 out of 10 students passed OTEC 2201.

Interpretation of Assessment findings
For OTEC 2260 (BUSA 1310) written project, the success rate was 80%, and for the presentation project, the success rate was 90%. For OTEC 2270, the success rate was 100%. For OTEC 2201, the success rate was 100%.

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	Assess students in OTEC 1175, which utilizes medical software applications.	OTEC 1175 will replace OTEC 2270. OTEC 2270 is no longer offered due to the elimination of the Medical Transcription Certificate.
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: