



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: Office Technology	BUSA 1310 OTEC 1102 OTEC 2201

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, 4 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	4	6	10
Number of declared majors	32	28	36
Average class size	6	4	5
Annual Average class retention rate is 70% or above (SAGE 65%)	86%	94%	92%
Annual C-Pass rate for coursework is 60% or above	80%	67%	83%
Average class fill rate at 60% or above capacity within a term or over a year	46%	29%	33%
Transfer numbers/percent	NA	0 (0%)	1 (10%)
Full-time to part-time faculty ratio	7: 2	5: 4	8: 4

Summarize how your program met or did not meet the target measures based on the data above.

Number of graduate awards and fill rate are below the target. The course team will meet to discuss ways to increase enrollment, therefore, increasing the number of graduate awards.

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		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.
Keyboard at 45 wpm or higher with 5 or fewer errors.	OTEC 1103		A total of 3 out of 4 students passed OTEC 1103 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 with a C or better.

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 2201, the success rate was 100%. For OTEC 1103, the success rate was 76%

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	Replace OTEC 1103 with OTEC 1102.	Based on the recommendations from our advisory members, the program changed from offering OTEC 1103 (45 wpm) to requiring OTEC 1102 (35 wpm).
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: