



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:
Payroll Clerk Certificate	ACCT 2170

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.
The biggest change, besides the effect of Covid-19 in the Spring 2020 semester, was that the number of students that successful completed the Acct 2170, Payroll Accounting course more than doubled over the prior reporting period.

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	59	65	66
Number of declared majors	6	7	7
Average class size	17	16	21
Annual Average class retention rate is 70% or above (SAGE 65%)	93%	91%	95%
Annual C-Pass rate for coursework is 60% or above	80%	81%	77%
Average class fill rate at 60% or above capacity within a term or over a year	63%	53%	70%
Transfer numbers/percent	NA	5 (8%)	5 (8%)
Full-time to part-time faculty ratio	6: 2	5: 0	3: 2

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

The class fill rate in 18-19 was lower than the target measures. To provide more class options to students, we added Payroll courses on both a M/W and a T/R. This splits the total enrollment between the two courses causing the fill rates to go down. This happened in the spring term as well when we decided to offer both an online option and an in-person option. Not as many students preferred the in-person option, causing the fill rates to go down.

Part 4: PROGRAM LEARNING OUTCOME ANALYSIS.

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
Analyze, journalize, and post payroll transactions	Acct 1120, Payroll Accounting	Final Exam.	Target: 75% of students will receive a score of 75% or higher on final exam problems 10 - 12. This target was not met. Only 61.22% of students earned a 75% or higher on these specific final exam problems. The average grade on these specific problems was 77.3%.
Compute wages, deductions, and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	Acct 1120, Payroll Accounting	Final Exam.	Target: 75% of students will receive a score of 75% or higher on final exam problems 1 - 7. This target was met. 84.69% of students earned a 75% or higher on these specific final exam problems. The average grade on these specific problems was 86.04%.

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	Acct 1120, Payroll Accounting	Final Exam.	Target: 75% of students will receive a score of 75% or higher on final exam problems 8 and 9. This target was not met. Only 60.2% of students earned a 75% or higher on these specific final exam problems. The average grade on these specific problems was 74.2%.

Interpretation of Assessment findings
<p>Two of the learning outcomes continue to not be met. Students do well with the computations required for payroll. but they continue to struggle with the completion of the Federal payroll tax forms and with the payroll journal entries. In comparison to last years' results, there is a 5% improvement in the percentage of students that received a score of 75% or higher on the preparation of the payroll journal entry problems. However, the percentage of students that received a score of 75% or higher on the completion of the Federal payroll tax forms decreased by 8%.</p>

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	The Payroll Accounting course team will meet and determine any revisions needed to how these specific topics are taught and assessed during the semester as well any revisions needed to the Final Exam.	The motivation for this action is the targets for two of the learning outcomes not being met again in 19/20 year.
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

<p>Use this section to record any comments, notes, or questions from individuals who reviewed this report.</p>
<p>School Dean:</p>
<p>SAAC Representative:</p>