



# 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:
Project Management Certificate	BUSA 1198    BUSA 2198

## 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 Project Management 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	18	13	22
Number of declared majors	45	35	35
Average class size	16	12	18
Annual Average class retention rate is 70% or above (SAGE 65%)	90%	88%	88%
Annual C-Pass rate for coursework is 60% or above	78%	75%	79%
Average class fill rate at 60% or above capacity within a term or over a year	52%	39%	60%
Transfer numbers/percent	NA	2 (15%)	2 (9%)
Full-time to part-time faculty ratio	6: 7	4: 6	2: 5

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

This is a concentrated certificate program and holding classes under the specified capacity fill goal is student centric to help students realize success in their chosen Project management field.

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

Learning Outcome Assessed	Course assessed	Assessment tool	Summary of results
Demonstrate knowledge and skills in basic project management and organization.	PM 1130 and PM 2250	Final Exam.	BUSA 1198 (PM 1130) 77% of students (44/57) passed the Final Project with a score of 81% or higher. 75% of students received a 91% or higher. Goal of having 81% of students pass was not met.
Develop a systematic approach to cost control and project scheduling techniques.	PM 1130 and PM 2250	Final Exam.	BUSA 2198 (PM 2220) 60% of students (15/25) passed the final demonstrating this learning outcome. The goal was 81% and was not met.
Evaluate systems and procedures for budgeting, cost control and earned value in project management.	PM 1130 and PM 2250	Final Exam.	BUSA 2198 (PM 2220) 60% of students (15/25) passed the final demonstrating this learning outcome. The goal was 81% and was not met.
Interpret project documents, specifications, contracts and subcontracts.	PM 1130 and PM 2250	Final Exam.	BUSA 2198 (PM 2220) 60% of students (15/25) passed the final demonstrating this learning outcome. The goal was 81% and was not met.
Use software for managing, budgeting, project scheduling and word processing.	PM 1130 and PM 2250	Final Exam.	BUSA 2198 (PM 2220) 60% of students (15/25) passed the final demonstrating this learning outcome. The goal was 81% and was not met.

Interpretation of Assessment findings
The higher-level Project management course requires additional skills and knowledge that 40% of students did not have, acquire, or apply.

**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	Continue to monitor the target to ensure practical instructor methods are meeting student needs	40% of the students in the higher-level course are not meeting the departmental goal.

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**

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