

**CENTRAL NEW MEXICO COMMUNITY COLLEGE**  
**ASSESSMENT REPORT-Part I**  
**Assessment Data Results**

The purpose of this form is to provide a written summary of your assessment results for the current assessment cycle.

Fall 2011 – Spring 2012  
 (Assessment Period Covered)

June 20, 2012  
 (Date Report Submitted)

Anita Sterchi, [asterchi@cnm.edu](mailto:asterchi@cnm.edu) 224-4000 ext. 50176  
 (Contact Person/email/phone)

**Choose ONE of the following 3 areas for this assessment report and insert the name of the general education area, certificate, degree or discipline on the appropriate line:**

**See definitions for each category in Assessment Process document**

<b>Gen Ed Area</b> (see definitions)  AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>	or	<b>Program</b> <u>Office Technology</u>  Certificate (Embedded) <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
<b>Or Discipline Area</b> (see definitions) <u>Medical Concentration (Embedded)</u>		
Outcome(s) assessed:  1. Communicate with clarity, conciseness, and purpose in written form. 2. Utilize medical office software applications.		
Classes/Cohort Assessed: <ul style="list-style-type: none"> <li>• The first competency was assessed in BA 1122, Business Writing.</li> <li>• The second competency was assessed in OTEC 1175, Computers in the Medical Office.</li> </ul>		
Measurement tool(s):		

- The first competency was measured in BA 1122 with a writing project.
- The second competency was measured in OTEC 1175 with a final project.

Type of tool (for each tool listed above, indicate type of tool):

- Students were evaluated in BA 1122, Business Writing, using a cover letter as part of the job application process.
- Students were evaluated in OTEC 1175, Computers in the Medical Office, using MOSS (simulation software). The final project consisted of several start-to-finish assignments taking a patient from the scheduling to the final charging/billing/payment patients as well as for insurance.

Achievement Target (if more than one measurement tool, list target for each tool separately):

The measurement target for both tools is a grade of "C" or better.

Assessment Results/Findings (if more than one measurement tool, list results for each tool separately):

- Forty-seven students completed BA 1122 during the fall 2011 and spring 2012 terms. Thirty-six students passed with a C or better. The success rate was 77%.
- One hundred thirty students completed OTEC 1175 during the fall 2011 and spring 2012 terms. One hundred eighteen students passed with a C or better. The success rate was 91%.

**CENTRAL NEW MEXICO COMMUNITY COLLEGE  
ASSESSMENT REPORT – Part II  
Action Plan & Assessment Plan Update**

The purpose of this form is to provide a written summary of your assessment action plan for the designated assessment cycle and provide an updated assessment cycle plan for the current 5-year cycle

Fall 2011-Spring 2012  
 (Report Period)  
 Anita Sterchi [asterchi@cnm.edu](mailto:asterchi@cnm.edu) 224-4000, ext. 50176  
 (Contact Person/email/phone)

September 20, 2012  
 (Date Report Submitted)

**Indicate ONE of the following 3 areas for this assessment report and insert the name of the general education area, certificate, degree or discipline on the appropriate line:**

**See definitions for each category in Assessment Process document**

<b>Gen Ed Area</b> (see definitions)  AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>	or	<b>Program</b> Office Technology - Medical Concentration (Embedded)
<b>Or Discipline Area</b> (see definitions) _____		Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>

Data Results Period upon which this Action Plan is based (period which ended 6/30/2012):

- Forty-seven students completed BA 1122 during the fall 2011 and spring 2012 terms. Thirty-six students passed with a C or better. The success rate was 77%.
- One hundred thirty students completed OTEC 1175 during the fall 2011 and spring 2012 terms. One hundred eighteen students passed with a C or better. The success rate was 91%.

Action Plan (close the loop):

All BA 1122 teachers will be required to submit grades for the employment cover letter. This will establish consistency and supply more data in which better analyses can be made.

No changes were made in OTEC 1175, as the success rate is good.

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**ASSESSMENT PLAN**

The assessment plan includes three parts:

1. **The plan description** (This should be a brief written description of the assessment plan(s) for the area/certificate/degree/discipline. If all outcomes are not shown in item #3 below as assessed in the 5 year cycle, this description must include information about their eventual assessment)
2. **The student learning outcomes for the area/program/discipline** for the 5 year cycle.
3. **The assessment cycle timeline**

<b>1 Plan Description</b> <ul style="list-style-type: none"><li>• Students were evaluated in BA 1122, Business Writing, using a cover letter as part of the job application process.</li><li>• Students were evaluated in OTEC 1175, Computers in the Medical Office, using MOSS (simulation software). The final project consisted of several start-to-finish assignments taking a patient from the scheduling to the final charging/billing/payment patients as well as for insurance.</li></ul>
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2 **Provide the list of current student learning outcomes for this area or program (you may add more lines if necessary by right clicking and choosing insert row below):**

1	Communicate with clarity, conciseness, and purpose in written form.
2	Utilize medical office software applications.
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**3 Assessment Cycle timeline for the above student learning outcomes for the next five years.**

<b>Outcome #</b>	<b>When Measured</b>	<b>Where measured (i.e. what course(s))</b>	<b>Measurement tool(s) &amp; Type of tool</b>
1	Fall 11-Spring 13	BA 1122	Project, Direct/Internal
2	Fall 11-Spring 13	OTEC 1175	Project, Direct/Internal
3			
4			
5			
6			
7			
8			
9			
10			