

**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>  Certificate AA/AS AAS	<b>Office Technology</b>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Or Discipline Area</b> (see definitions) <u>Medical Office Assistant</u>			
Outcome(s) assessed:  1. Utilize medical office software applications. 2. Keyboard at 35 wpm or higher with 5 or fewer errors.			
Classes/Cohort Assessed: <ul style="list-style-type: none"> <li>• The first competency was assessed in OTEC 1175, Computers in the Medical Office.</li> <li>• The second competency was assessed in OTEC 1192, Keyboard Skill Building.</li> </ul>			
Measurement tool(s):			

- The first competency was measured in OTEC 1175 with a final project.
- The second competency was measured in OTEC 1192 with five-minute timed writing tests.

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

- 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.
- OTEC 1192, Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 35 words per minute with no more than 5 errors (3 timings are used for an average).

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):

- 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%.
- Sixty-four students completed OTEC 1192 during the fall 2011 and spring 2012 terms. Fifty-two students passed with a C or better. The success rate was 81%.

**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 Office Assistant  Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
<b>Or Discipline Area</b> (see definitions) _____		
Data Results Period upon which this Action Plan is based (period which ended 6/30/2012): <ul style="list-style-type: none"> <li>• 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%.</li> <li>• Sixty-four students completed OTEC 1192 during the fall 2011 and spring 2012 terms. Fifty-two students passed with a C or better. The success rate was 81%.</li> </ul>		
Action Plan (close the loop):  No changes were made, as the success rate is satisfactory.		

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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 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><li>• OTEC 1192, Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 35 words per minute with no more than 5 errors (3 timings are used for an average).</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	Utilize medical office software applications.
2	Keyboard at 35 wpm or higher with 5 or fewer errors.
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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	O TEC 1175	Project, Direct/Internal
2	Fall 11-Spring 13	O TEC 1192	Average of three five-minute timings, Direct/Internal
3			
4			
5			
6			
7			
8			
9			
10			