

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 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

Gen Ed Area (see definitions) AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>	or	Program Certificate <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/>	<u>Office Technology</u> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Or Discipline Area (see definitions) <u>Office Technology Concentration</u>			
Outcome(s) assessed: 1. Create and present an oral presentation. 2. Produce office application documents and integrate office application software skills.			
Classes/Cohort Assessed: • The first competency was assessed in OTEC 2260, Business Procedures.			

- The second competency was assessed in OTEC 2200, Advanced Word Processing

Measurement tool(s):

- The first competency was measured in OTEC 2260 with an oral presentation.
- The second competency was measured in OTEC 2200 with a final exam.

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

- Students were evaluated in OTEC 2260, Business Procedures, using an individual presentation on a current topic for administrative professionals. No duplicates were allowed and the instructor approved the topic.
- Students were evaluated in OTEC 2200, Advanced Word Processing, using a final project involving advanced Word functions, including integration with Excel and PowerPoint.

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):

- Thirty-two students completed OTEC 2260 during the fall 2011 and spring 2012 terms. Thirty-one students passed with a C or better. The success rate was 97%.
- Thirty-four students completed OTEC 2200 during the fall 2011 and spring 2012 terms. Thirty-two students passed with a C or better. The success rate was 94%.

**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 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

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

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

- Thirty-two students completed OTEC 2260 during the fall 2011 and spring 2012 terms. The oral presentation was measured. Thirty-one students passed with a C or better. The success rate was 97%.
- Thirty-four students completed OTEC 2200 during the fall 2011 and spring 2012 terms. Advanced word processing skills were measured. Thirty-two students passed with a C or better. The success rate was 94%.

Action Plan (close the loop):

No changes were made, 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**

1 Plan Description <ul style="list-style-type: none">• Students were evaluated in OTEC 2260, Business Procedures, using an individual presentation on a current topic for administrative professionals. No duplicates were allowed and the instructor approved the topic.• Students were evaluated in OTEC 2200, Advanced Word Processing, using a final project involving advanced Word functions, including integration with Excel and PowerPoint.
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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	Create and present an oral presentation.
3	Produce office application documents and integrate office application software skills
4	Keyboard at 45 wpm or higher with 5 or fewer errors
5	
6	
7	
8	
9	
10	

3 Assessment Cycle timeline for the above student learning outcomes for the next five years.

Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 13-Spring 15	OTEC 2260	Project, Direct/Internal
2	Fall 11-Spring 13	OTEC 2260	Project, Direct/Internal
3	Fall 11-Spring 13	OTEC 2200	Project, Direct/Internal
4	Fall 13-Spring 15	OTEC 1193	Average of three timings, Direct/Internal
5			
6			
7			
8			
9			
10			