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   June 20, 2012

(Assessment Period Covered)   (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)	or	**Program**	Office Technology

AA/AS	☐	Certificate (Embedded)	X
AAS	☐	AA/AS	
		AAS	☐

Or Discipline Area (see definitions)   Office Technology Concentration (Embedded)

Outcome(s) assessed:

1. Produce office application documents and integrate office application software skills.
2. Keyboard at 45 wpm with 5 or fewer errors.

Classes/Cohort Assessed:
- The first competency was assessed in OTEC 1143, Word Processing.

• The second competency was assessed in OTEC 1193, Intermediate Keyboard Skill Building.

Measurement tool(s):
- The first competency was measured in OTEC 1143 with a final exam.
- The second competency was measured in OTEC 1193 with five-minute timed writing tests.

Type of tool (for each tool listed above, indicate type of tool):
- Students were evaluated in OTEC 1143, Word Processing, using the final exam as a measurement. The final exam covered basic and intermediate skills, including merging and sorting letters, formatting letters and memos, and producing tables.
- OTEC 1193, Intermediate Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 45 words per minute on five-minute timings 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 fourteen students completed OTEC 1143 during the fall 2011 and spring 2012 terms. One hundred students passed with a C or better. The success rate was 88%.
- Twenty-two students completed OTEC 1193 during the fall 2011 and spring 2012 terms. Seventeen students passed with a C or better. The success rate was 77%.

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	September 20, 2012
(Report Period)	(Date Report Submitted)

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(Contact Person/email/phone)

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) _____ or **Program** Office Technology – Office Technology Concentration (Embedded)

AA/AS [ ]
AAS [ ]

Certificate (Embed) [X]
AA/AS [ ]
AAS [ ]

Or Discipline Area (see definitions) _____

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

- One hundred fourteen students completed OTEC 1143 during the fall 2011 and spring 2012 terms. One hundred students passed with a C or better. The success rate was 88%.
- Twenty-two students completed OTEC 1193 during the fall 2011 and spring 2012 terms. Seventeen students passed with a C or better. The success rate was 77%.

Action Plan (close the loop):

- No changes made in OTEC 1143, as the success rate is good.
- Credit hours in OTEC 1193 were reduced from 2 credits to 1 credit. Additionally, students can repeat the course multiple times to obtain a

better grade. This can be done without penalty.

ASSESSMENT PLAN

The assessment plan includes three parts:

1. **The plan description (T**his 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
- Students were evaluated in OTEC 1143, Word Processing, using the final exam as measurement. The final exam covered basic and intermediate skills, including merging and sorting letters, formatting letters and memos, and producing tables.
- OTEC 1193, Intermediate Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 45 words per minute on five-minute timings with no more than 5 errors (3 timings are used for an average).

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	Produce office application documents and integrate office application software skills.
2	Keyboard at 45 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.**

Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 11-Spring 13	OTEC 1143	Comprehensive Final Exam, Direct/Internal
2	Fall 11-Spring 13	OTEC 1193	Average of three five-minute timings, Direct/Internal
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