

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 Discipline Area (see definitions) <u>Word Processing</u>	or	Program <u>Office Technology</u> Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
Outcome(s) assessed: <ol style="list-style-type: none"> 1. Produce word processing documents and integrate word processing software skills. 2. Keyboard at 45 wpm with 5 or fewer errors. 		
Classes/Cohort Assessed: <ul style="list-style-type: none"> • The first competency was assessed in OTEC 2200, Advanced Word Processing. 		

<ul style="list-style-type: none">• The second competency was assessed in OTEC 1193, Intermediate Keyboard Skill Building.
Measurement tool(s): <ul style="list-style-type: none">• The first competency was measured in OTEC 2200 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): <ul style="list-style-type: none">• Students were evaluated in OTEC 2200, Advanced Word Processing, using a final project involving advanced Word functions, including integration with Excel and PowerPoint.• 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): <ul style="list-style-type: none">• 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%.• 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
 (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 <u>Office Technology – Word Processing</u> Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
Or Discipline Area (see definitions) _____		

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

- 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%.
- 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 2200, 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** (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

- Students were evaluated in OTEC 2200, Advanced Word Processing, using a final project involving advanced Word functions, including integration with Excel and PowerPoint.
- 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 word processing documents and integrate word processing software skills.
2	Keyboard at 45 wpm or higher with 5 or fewer errors.
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4	
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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	O TEC 2200	Project, Direct/Internal
2	Fall 11-Spring 13	O TEC 1193	Average of three five-minute timings, Direct/Internal
3			
4			
5			
6			
7			
8			
9			
10			