

CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT REPORT
Due to SAAC by October 15

PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:			
<u>2014-2015</u> Academic Year	<u>Carol Rogers</u> Contact Person	<u>crogers25@cnm.edu</u> Email	<u>224-4000 x50073</u> Phone Number

Subject of this Assessment Report:		
Program: <u>Bookkeeping</u> <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS	Gen Ed Area: _____ Applicable to: <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS	Discipline Area: _____

PART 2: EVIDENCE OF OVERALL PROGRAM EFFECTIVENESS

Summary of Program Successes:
<p>The number of bookkeeping certificates awarded decreased from 80 in the 2013-2014 academic year to 62 in the 2014-2015 academic year.</p> <p>In this certificate, two courses are specifically assessed, Acct 1140, Accounting Applications, and Acct 1410, QuickBooks Complete. The retention rate for Acct 1140, Accounting Applications decreased from 79% for the 2013-2014 academic year to 75.7% in the 2014-2015 academic year. The course success rate of this course decreased from 92.5% for the 2013-2014 academic year to 89.3% in the 2014-2015 semester. The retention rate for the Acct 1410, QuickBooks Complete face-to-face course has increased from 75.8% for the 2013-2014 academic year to 86.7% in the 2014-2015 academic year. The course success rate of this course decreased from 94.3% in the 2013-2014 academic year to 92.3% in the 2014-2015 academic year.</p>

Description and Evaluation of Recent Changes Made in Support of Student Learning:
<p>This is the 3rd year of using the Perdisco Project as two of the assessment tools for this Certificate.</p>

PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING

Student Learning Outcome(s) Assessed:	Classes/Cohorts Assessed:
<i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>	

1. Identify, analyze and record business transactions	Acct 1140, Accounting Applications
2. Prepare common accounting documents, such as bank reconciliations	Acct 1140, Accounting Applications
3. Apply accounting knowledge in internship/cooperative education setting or simulated business situation	Acct 1410, QuickBooks Complete

Measurement Tool(s) Used:	Enter X's for type of tool				Initial Achievement Target or Expectation:
	Internal	External	Direct	Indirect	
<i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>					
Outcome 1: Acct 1140, Common Problem – Perdisco Practice Set					75% of students will receive a score of 75% or higher on this practice set.
Outcome 2: Acct 1140, Common Problem – Perdisco Practice Set's Bank Reconciliation					75% of students will receive a score of 75% or higher on the bank reconciliation in this practice set.
Outcome 3: Acct 1410 Common Final Exam					Students will average 71% or better on the common final exam

Assessment Findings:
Outcome #1: Achievement Target Not Met. 65.45% of Acct 1140 students received a score of 75% or higher on the Perdisco Practice Set. The overall average grade on this practice set was 75.55%.
Outcome #2: Achievement Target Met. 86.54% of Acct 1140 students received a score of 75% or higher on the bank reconciliation in the Perdisco Practice Set. This was an increase of 3.56% over the prior year.
Outcome #3: Achievement Target Met. The average Final Exam grade for Acct 1410, QuickBooks Complete, was 84.91%.

Analysis and Interpretation of Assessment Findings:
Outcome #1: With this target not being met, the Accounting Applications team analyzed the Perdisco Practice Set overall scores and realized that 8 out of the 55 students began, but did not complete this Practice Set (determined by grades less than 50%). For those students that did complete the Practice Set, the average score was 82.97%.
Outcome #2: With this target being met, the Accounting Applications team will continue to monitor the scores on this portion of the Perdisco Practice Set to confirm that this is a proper way to assess the students' ability to prepare common accounting documents.
Outcome #3: With this target being met, the QuickBooks Accounting team will continue to be monitored to ensure that this assessment tool continues to be a viable measure of this outcome.

Action Plan in Support of Student Learning:

After analyzing both prior year and this year's data for the Perdisco Practice Set, the Accounting Applications team noted that it seems that the reason that outcome #1 is not being met is that not all of the students are completing the Practice Set. The data confirms that if the student completes the Practice Set, he/she is likely to receive a score of 75% or higher. The team will address this with the instructors of this course and discuss with them ways to encourage students to complete this Practice Set, to see if the instructors have any ideas why students aren't completing the Practice Set, etc.

Recommendations, Proposals, and/or Funding Requests:

N/A

PART 4: EMBEDDED OUTCOMES**Critical Thinking and Life Skills/Teamwork Development within Programs:**

- a) Please describe how Critical Thinking assessment is embedded within your program assessment.
- b) Please describe how Life Skills/Teamwork assessment is embedded within your program assessment.

a) In the Acct 1140, Accounting Applications course, the students use critical thinking skills to complete the entire accounting cycle both manually and in a computerized format.

b) Life Skills/Teamwork assessment is done in a variety of ways including, but not limited to, group activities/assignments and having students present current events articles having to do with some aspect of accounting. Future discussions will be held with the accounting faculty on how to better define and implement life skills and teamwork into this program.

PART 5: ASSESSMENT CYCLE PLAN (Copy and paste from original plan if unchanged)

Cycle Years:	Plan Description:
2011/2012-2015/2016	This plan is used to access the Bookkeeping Certificate so to provide a consistent process for documenting and reporting outcome results and actions taken as a result of this assessment.

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
1. Identify, analyze and record business transactions	2015-2016	Acct 1140	Acct 1140 Perdisco Practice Set
2. Prepare common accounting documents, such as bank reconciliations	2015-2016	Acct 1140	Acct 1140 Perdisco Practice Set, bank reconciliation problem

3. Apply accounting knowledge in internship/cooperative education setting or simulated business situation	2015-2016	Acct 2095/2098 Acct 1410	Acct 2095/2098 employer survey or project Acct 1410 Common Final Exam <i>Assessment tool used will be determined by the number of students taking the assessment.</i>
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