

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>Anna Wormald</u> Contact Person	<u>awormald@cnm.edu</u> Email	<u>X50209</u> Phone Number

Subject of this Assessment Report:		
Program: <u>Office Technology – Medical Office Assistant</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:
Of the 236 declared majors, 49 were awarded a certificate, and 3 transferred to a 4-year institution.

Description and Evaluation of Recent Changes Made in Support of Student Learning:
No changes were made.

PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING

Student Learning Outcome(s) Assessed: <small>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</small>	Classes/Cohorts Assessed:
Utilize medical office software applications.	OTEC 1175
Keyboard at 35 wpm or higher with 5 or fewer errors.	OTEC 1192

Measurement Tool(s) Used:	<small>Enter X's for type of tool</small>	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>					
Project: Using Medisoft (simulation software), the project consisted of several start-to-finish assignments taking a patient from the scheduling to the final charging/billing/payment for patients, as well as for insurance.					A grade of "C" or better.
Timed Writings: Average of three 5-minute timings.	X		X		A grade of "C" or better.

Assessment Findings:
<ul style="list-style-type: none"> • A total of 108 students completed OTEC 1175 during the fall 2014 and spring 2015 terms. A total of 94 students passed with a C or better. • A total of 53 students completed OTEC 1192 during the fall 2014 and spring 2015 terms. A total of 46 students passed with a C or better.

Analysis and Interpretation of Assessment Findings:
<ul style="list-style-type: none"> • For OTEC 1192 the success rate was 87%. • For OTEC 1175 the success rate was 87%.

Action Plan in Support of Student Learning:
Continue tracking data from OTEC 1192 and OTEC 1175.

Recommendations, Proposals, and/or Funding Requests:

PART 4: EMBEDDED OUTCOMES

Critical Thinking and Life Skills/Teamwork Development within Programs:
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> a) Use critical thinking in Medisoft and end of chapter exercises in each chapter.

b) Teamwork is not assessed.

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

Cycle Years:	Plan Description:
Fall 11–Spr 16 Fall 11–Spr 16	1. Keyboard at 35 wpm or higher with 5 or fewer errors. (OTEC 1192—average of three timings) 2. Utilize medical office software applications.

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
Utilize medical office software applications.	Fall 11-Spring 16	OTEC 1175	Project
Keyboard at 35 wpm or higher with 5 or fewer errors.	Fall 11-Spring 16	OTEC 1192	Timings