

**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> <b>Academic Year</b>	<u>Anna Wormald</u> <b>Contact Person</b>	<u><a href="mailto:awormald@cnm.edu">awormald@cnm.edu</a></u> <b>Email</b>	<u>X50209</u> <b>Phone Number</b>

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

**PART 2: EVIDENCE OF OVERALL PROGRAM EFFECTIVENESS**

Summary of Program Successes:
Of the 66 declared majors, 14 were awarded a certificate.

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:	Classes/Cohorts Assessed:
<i>To add rows: right –click in cell below and select "Insert," "Insert Rows Above"</i> Produce medical reports, forms, and other medical documents utilizing transcription skills.	OTEC 2270
Keyboard at 45 wpm or higher with 5 or fewer errors.	OTEC 1193

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>					
Project: Transcription of a report, proofreading skills, and an objective test covering grammar, punctuation, medical terminology, medical specialties, medical diseases, medical conditions, and surgical procedures.					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"> <li>A total of 30 students completed OTEC 2270 during the fall 2014 and spring 2015 terms. A total of 28 students passed with a C or better.</li> <li>A total of 22 students completed OTEC 1193 during the fall 2014 and spring 2015 terms. A total of 17 students passed with a C or better.</li> </ul>

Analysis and Interpretation of Assessment Findings:
<ul style="list-style-type: none"> <li>For OTEC 2270 the success rate was 93%.</li> <li>For OTEC 1193 the success rate was 77%.</li> </ul>

Action Plan in Support of Student Learning:
Continue tracking data from OTEC 2270 and OTEC 1193.

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"> <li>a) Please describe how Critical Thinking assessment is embedded within your program assessment.</li> <li>b) Please describe how Life Skills/Teamwork assessment is embedded within your program assessment.</li> </ul>

- a) Use critical thinking in “Thinking Like a Professional” 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. Produce medical reports, forms, and other medical documents utilizing transcription skills. 2. Keyboard at 45 wpm or higher with 5 or fewer errors. (OTEC 1193, timings)

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
Produce medical reports, forms, and other medical documents utilizing transcription skills.	Fall 11-Spring 16	OTEC 2270	Project
Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 11-Spring 16	OTEC 1193	Timings