

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 – 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 53 declared majors, 26 were awarded a certificate, and 2 transferred to a 4-year institution.

Description and Evaluation of Recent Changes Made in Support of Student Learning:
CIS 1120 replaced OTEC 1143 and the success rate in CIS 1120 was 82%.

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>	
Keyboard at 35 wpm or higher with 5 or fewer errors.	OTEC 1192
Demonstrate beginning Word Processing skills.	CIS 1120.

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>					
Timed Writings: Average of three timings	X		X		A grade of "C" or better.
Production project covering mail merge, formatting a letter, a newsletter, a flyer, and a research paper; and producing a table.	X		X		A grade of "C" or better.

Assessment Findings:
<ul style="list-style-type: none"> • 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. • A total of 210 students completed CIS 1120 during the fall 2014 and spring 2015 terms. A total of 172 students passed with a C or better.

Analysis and Interpretation of Assessment Findings:
<ul style="list-style-type: none"> • The success rate was 87% for OTEC 1192. • The success rate was 82% for CIS 1120.

Action Plan in Support of Student Learning:
Continue tracking data from OTEC1192 and CIS1120.

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.
a) In order to complete projects in CIS 1120, critical thinking is needed.
b) 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	<ol style="list-style-type: none"> 1. Keyboard at 35 wpm or higher with 5 or fewer errors. (OTEC 1192—average of three timings) 2. Demonstrate beginning Word Processing skills.

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
Keyboard at 35 wpm or higher with 5 or fewer errors.	Fall 11- Spring 16	OTEC 1192	Timed Writings
Demonstrate beginning Word Processing skills.	Fall 11-Spring 16	CIS 1120	Production Test