

**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 – Office Technology Concentration</u>  <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input checked="" 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 243 declared majors, 22 were awarded the AAS degree.

Description and Evaluation of Recent Changes Made in Support of Student Learning:
OTEC 2201 (Document Production and Integrations) was created to integrate concepts previously included in a course deemed a duplicate course, and the success rate was 87%.

**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> Communicate with clarity, conciseness, and purpose in written form.	OTEC 2260
Create and present an oral presentation.	OTEC 2260

Produce office application documents and integrate office application software skills.	OTEC 2201
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: Individual presentation on a current topic for administrative professionals.	X		X		A grade of "C" or better.
Project: Advanced word processing functions, including integration with Excel and PowerPoint	X		X		A grade of "C" or better.
Timed Writings: Average of three timings	X		X		A grade of "C" or better.

Assessment Findings:
<ul style="list-style-type: none"> <li>• A total of 34 students completed OTEC 2260 during Fall 2014 and Spring 2015 terms. A total of 33 students passed with a C or better.</li> <li>• A total of 47 students completed OTEC 2201 during Fall 2014 and Spring 2015 terms. A total of 41 students passed with a C or better.</li> <li>• A total of 22 students completed OTEC 1193 during 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 2260 the success rate was 97%.</li> <li>• For OTEC 2201 the success rate was 87%.</li> <li>• For OTEC 1193 the success rate was 77%.</li> </ul>

Action Plan in Support of Student Learning:
Continue tracking data from OTEC2260, OTEC 2201, and OTEC1193.

Recommendations, Proposals, and/or Funding Requests:

**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 order to complete projects in OTEC 2260, critical thinking is needed.

b) Teamwork is a component of OTEC2260.

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

<b>Cycle Years:</b>	<b>Plan Description:</b>
Fall 13-Spr 18	1. Communicate with clarity, conciseness, and purpose in written form. (OTEC 2260, project)
Fall 11-Spr 16	2. Create and present an oral presentation. (OTEC 2260, project)
Fall 11-Spr 16	3. Produce office application documents and integrate office application software skills. (OTEC 2201, project)
Fall 13-Spr 18	4. Keyboard at 45 wpm or higher with 5 or fewer errors. (OTEC 1193—average of three timings)

<b>Student Learning Outcomes:</b>	<b>When Measured:</b>	<b>Where Measured:</b>	<b>How Measured:</b>
1. Communicate with clarity, conciseness, and purpose in written form.	Fall 13- Spring 18	OTEC 2260	Project
2. Create and present an oral presentation.	Fall 11-Spring 16	OTEC 2260	Project
3. Produce office application documents and integrate office application software skills.	Fall 11-Spring 16	OTEC 2201	Project
4. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 13-Spring 18	OTEC 1193	Timed Writings