

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 Concentration</u> <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input checked="" 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 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 success rate was 87%.

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:
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

Produce medical reports, forms, and other medical documents utilizing transcription skills.	OTEC 2270
---	-----------

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.
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.	X		X		A grade of "C" or better.

Assessment Findings:
Data Results Period upon which this Action Plan is based (period which ended 6/30/2015): <ul style="list-style-type: none"> • 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. • 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. • A total of 30 students completed OTEC 2270 during Fall 2014 and Spring 2015 terms. A total of 28 students passed with a C or better.

Analysis and Interpretation of Assessment Findings:
<ul style="list-style-type: none"> • For OTEC 2260 the success rate was 97%. • For OTEC 2201 the success rate was 87%. • For OTEC 2270 the success rate was 93%.

Action Plan in Support of Student Learning:
Continue tracking data from OTEC2260, OTEC 2201, and OTEC2270.

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)

Cycle Years:	Plan Description:
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. Produce medical reports, forms, and other medical documents utilizing transcription skills. (OTEC 2270, project)

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
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. Produce medical reports, forms, and other medical documents utilizing transcription skills.	Fall 13-Spring 18	OTEC 2270	Project