

**CENTRAL NEW MEXICO COMMUNITY COLLEGE**  
**ASSESSMENT REPORT**  
*Due to SAAC by October 15*

**PART 1: CONTACT & PROGRAM IDENTIFICATION**

Report Year and Contact Information:			
2014-2015 <b>Academic Year</b>	Carol Rogers <b>Contact Person</b>	<a href="mailto:crogers25@cnm.edu">crogers25@cnm.edu</a> <b>Email</b>	224-4000 x50073 <b>Phone Number</b>

Subject of this Assessment Report:		
<b>Program:</b> Payroll <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:
<p>The number of payroll certificates awarded decreased from 164 in the 2013-2014 academic year to 85 in the 2014-2015 academic year. In looking at the Acct 1120, Payroll Accounting course, the retention rate has remained relatively constant at 85.94% for the 2013-2014 academic year and 85.85% in the Fall 2014 semester. It is worth noting that there has been a 13.08% increase in the retention rate between academic years 2012-2013 and 2013-2014. The course success rate of this course has remained relatively constant at 72.57% for the 2013-2014 academic year to 72.51% in the Fall 2014 semester.</p>

Description and Evaluation of Recent Changes Made in Support of Student Learning:
<p>Starting in the Fall 2013 semester, a common Final Exam was administered to all students enrolled in Acct 1120, Payroll Accounting in order to better compare results across the outcomes.</p>

**PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING**

Student Learning Outcome(s) Assessed: <i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>	Classes/Cohorts Assessed:
1. Compute wages, deductions and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	Acct 1120, Payroll Accounting

2. Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	Acct 1120, Payroll Accounting
3. Analyze, journalize and post payroll transactions.	Acct 1120, Payroll Accounting

Measurement Tool(s) Used:  <i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>	Enter X's for type of tool				Initial Achievement Target or Expectation:
	Internal	External	Direct	Indirect	
Outcome 1: Payroll Final Exam, problems 1 – 4, 6, 7	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 2: Payroll Final Exam, problems 5 and 8	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 3: Payroll Final Exam, problems 9 – 11	X		X		75% of students will receive a score of 75% or higher on these exam problems.

Assessment Findings:
Outcome #1: Achievement Target Met. 83.09% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #2: Achievement Target Met. 75.74% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #3: Achievement Target Not Met. 74.26% of Acct 1120 students received a score of 75% or higher on these exam problems.

Analysis and Interpretation of Assessment Findings:
Outcome #1: With this target being met, the Payroll Accounting team will continue to be monitored to ensure that this assessment tool continues to be a viable measure of this outcome. It should be noted that there has been a 5.6% increase in the number students meeting this target this year over last year.
Outcome #2: With this target being met, the Payroll Accounting team will continue to be monitored to ensure that this assessment tool continues to be a viable measure of this outcome. It should be noted that this target was not met in the prior academic year. It is evident from the 7.1% increase in the number of students meeting this target in the current year that the additional effort spent on these topics has been worthwhile.
Outcome #: Even though this target was not met in the current year, it should be noted that there has been an 8.4% increase in the number of students meeting this target this year over last year. The Payroll Accounting team will review problems 9 through 11 to determine if these problems are appropriately written to assess the student's ability to analyze, journalize and post payroll transactions.

Action Plan in Support of Student Learning:

Across all three outcomes, there has been an increase in the number of students meeting these targets. Even though Outcome #3 target has not yet been met, the Payroll Accounting team has high expectations that it will be met next year.

**Recommendations, Proposals, and/or Funding Requests:**

N/A

**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) One of the required elements in the Acct 1120, Payroll Accounting course is a Payroll Project. In this project, students are required to process either a one-month or three-month payroll including accurately completing/preparing payroll registers, employee earning records, general journal entries, general ledger and year-end payroll and tax forms. In this comprehensive project, students use the skills that they have gained in this course as well as critical thinking skills to complete this entire payroll cycle.

b) Life Skills/Teamwork assessment is done in a variety of ways including, but not limited to, group activities/assignments, having students bring in their own paystubs to confirm that their pay is being accurately calculated, and having students present current events articles having to do with payroll.

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

<b>Cycle Years:</b>	<b>Plan Description:</b>
2011/2012 – 2015/2016	This plan is used to access the Payroll Certificate so to provide a consistent process for documenting and reporting outcome results and actions taken as a result of this assessment.

<b>Student Learning Outcomes:</b>	<b>When Measured:</b>	<b>Where Measured:</b>	<b>How Measured:</b>
1. Compute wages, deductions and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	2015-2016	Acct 1120	Common Final Exam
2. Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	2015-2016	Acct 1120	Common Final Exam

3. Analyze, journalize and post payroll transactions.	2015-2016	Acct 1120	Common Final Exam
4.			
5.			
6.			
7.			
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10.			