

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

PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:			
<u>2015-2016</u>	<u>Anna Wormald</u>	<u>awormald@cnm.edu</u>	<u>X50209</u>
Academic Year	Contact Person	Email	Phone Number

Subject of this Assessment Report:		
Program: <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	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:
Successfully attained SLOs 1-2.

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 1103

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.	X		X		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"> • A total of 15 students completed OTEC 2270 during the fall 2015 and spring 2016 terms. A total of 13 students passed with a C or better. • A total of 16 students completed OTEC 1103 during the fall 2015 and spring 2016 terms. A total of 13 students passed with a C or better.

Analysis and Interpretation of Assessment Findings:
<ul style="list-style-type: none"> • For OTEC 2270 the success rate was 87%. • For OTEC 1103 the success rate was 86%.

Action Plan in Support of Student Learning:
Continue tracking data from OTEC 2270 and OTEC 1103.

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) 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 16-Spr 21 Fall 16-Spr 21	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 1103, average of 3 timings)

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
1. Produce medical reports, forms, and other medical documents utilizing transcription skills.	Fall 16-Spring 21	OTEC 2270	Project
2. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 16-Spring 21	OTEC 1103	Timed Writings