

**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> <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 Assistant</u>  <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:
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: <small>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</small>	Classes/Cohorts Assessed:
Keyboard at 35 wpm or higher with 5 or fewer errors.	OTEC 1102
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"> <li>A total of 38 students completed OTEC 1102 during the fall 2015 and spring 2016 terms. A total of 28 students passed with a C or better.</li> <li>A total of 187 students completed CIS 1120 during the fall 2015 and spring 2016 terms. A total of 174 students passed with a C or better.</li> </ul>

Analysis and Interpretation of Assessment Findings:
<ul style="list-style-type: none"> <li>The success rate was 74% for OTEC 1102.</li> <li>The success rate was 93% for CIS 1120.</li> </ul>

Action Plan in Support of Student Learning:
Continue tracking data from OTEC1102 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"> <li>a) Please describe how Critical Thinking assessment is embedded within your program assessment.</li> <li>b) Please describe how Life Skills/Teamwork assessment is embedded within your program assessment.</li> </ul>
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)

<b>Cycle Years:</b>	<b>Plan Description:</b>
Fall 16–Spr 21 Fall 16-Spr 21	1. Keyboard at 35 wpm or higher with 5 or fewer errors. (OTEC 1102—average of three timings) 2. Demonstrate beginning Word Processing skills.

<b>Student Learning Outcomes:</b>	<b>When Measured:</b>	<b>Where Measured:</b>	<b>How Measured:</b>
1. Keyboard at 35 wpm or higher with 5 or fewer errors.	Fall 16- Spring 21	OTEC 1102	Timed Writings
2. Demonstrate beginning Word Processing skills.	Fall 16-Spring 21	CIS 1120	Production Test