

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> 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 – Office Technology Concentration</u> <input 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:
Successfully attained SLOs 1-4.

Description and Evaluation of Recent Changes Made in Support of Student Learning:
Presentation and written outcomes were measured in OTEC 2260, as these outcomes were previously assessed in a course deemed a duplicate course, and the success rates were 100% and 88%, respectively.

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 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: 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"> • A total of 31 students completed OTEC 2260 during Fall 2015 and Spring 2016 terms. A total of 29 students passed with a C or better. • A total of 21 students completed OTEC 2201 during Fall 2015 and Spring 2016 terms. A total of 20 students passed with a C or better. • A total of 16 students completed OTEC 1103 during 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 2260 presentation project, the success rate was 100%. • For OTEC 2260 written project, the success rate was 88%. • For OTEC 2201 the success rate was 95%. • For OTEC 1103 the success rate was 86%.

Action Plan in Support of Student Learning:
Continue tracking data from OTEC2260, OTEC 2201, and OTEC1103.

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 16-Spr 21	2. Create and present an oral presentation. (OTEC 2260, project)
Fall 16-Spr 21	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 1103—average of three timings)

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 16-Spring 21	OTEC 2260	Project
3. Produce office application documents and integrate office application software skills.	Fall 16-Spring 21	OTEC 2201	Project
4. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 13-Spring 18	OTEC 1103	Timed Writings