

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>Carol Rogers</u> Contact Person	<u>crogers25@cnm.edu</u> Email	<u>224-4000 x50073</u> Phone Number

Subject of this Assessment Report:		
Program: <u>Payroll</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:
<p>The number of payroll certificates awarded increased to 192 in the 2014-2015 academic year from 181 in the 2013-2014 academic year. The course success rate for the Acct 1120, Payroll Accounting course, has increased when comparing Fall 2015 at 79% to Fall 2014 72.51%.</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. In Fall 2015, a new Payroll Accounting textbook was implemented in all of the payroll courses.</p>

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:
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	Acct 1120, Payroll Accounting

tax filings.	
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 – 8, 12	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 2: Payroll Final Exam, problems 9 - 11	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 3: Payroll Final Exam, problems 13 - 15	X		X		75% of students will receive a score of 75% or higher on these exam problems.

Assessment Findings:
Outcome #1: Achievement Target Met. 75.00% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #2: Achievement Target Not Met. 54.84% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #3: Achievement Target Not Met. 34.68% of Acct 1120 students received a score of 75% or higher on these exam problems.

Analysis and Interpretation of Assessment Findings:
Overall, the assessment findings, in comparison to last year, worsened.
Outcome #1: With this target just being met, the Payroll Accounting team will continue to monitor these results to ensure that this assessment tool remains a viable measure of this outcome. The Payroll team is concerned because the percentage of students meeting this outcome's target dropped to 75% this year from 83% in the prior year.
Outcome #2: With this target not being met, the Payroll Accounting team will continue to monitor these results to ensure that this assessment tool remains a viable measure of this outcome. The Payroll team is concerned because this outcome was met in the prior year. The Payroll team recommends that additional effort be made by both instructors and students on these specific payroll topics.
Outcome #3: With this target not being met, the Payroll Accounting team will continue to be monitor that this assessment tool continues to be a viable measure of this outcome. The Payroll team recommends that additional effort be made by both instructors and students on these topics.

Action Plan in Support of Student Learning:

With Outcome #2 moving from being met in the prior year to not being met this year and with Outcome #3 still not being met, the Payroll Accounting team is concerned that the change in the Payroll textbook in Fall, 2015, may not have been a good move. The Payroll course team will meet to review the common Final Exam to ensure that these exam problems accurately measure the learning outcomes for this course. The team will also communicate and brainstorm with all of the payroll accounting instructors ways to better teach and assess these payroll concepts.

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)

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

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
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