

# CNM ANNUAL STUDENT LEARNING ASSESSMENT REPORT

*Due to the Student Academic Assessment Committee by October 15*



## PART 1: REPORT INFORMATION

Report Year and Contact Information			
<u>2017-2018</u> Academic Year	<u>Anna Wormald</u> Contact Person	<u>awormald@cnm.edu</u> CNM Email	<u>50209</u> CNM Office Extension
Subject of this Report			
BIT--MEDOFF_CERT--Office Technology Medical Office Assistant Certificate			

## PART 2: CONTEXT IN WHICH THE ASSESSMENT TOOK PLACE

<p><b>Program/Area Highlights and Successes</b> (Wherever applicable, include course completion rates, job placement outcomes, and licensing examination pass rates. See the program information dashboard at <a href="https://livecnm.sharepoint.com/sites/Dashboards/SitePages/Program%20Information%20Dashboard.aspx">https://livecnm.sharepoint.com/sites/Dashboards/SitePages/Program%20Information%20Dashboard.aspx</a> (access restricted to CNM employees) and other reports at <a href="https://www.cnm.edu/depts/opie">https://www.cnm.edu/depts/opie</a>.)</p> <p>For the Office Technology Medical Office Assistant Certificate, 28 certificates were awarded.</p>
Changes Implemented During the Past Year in Support of Student Learning
None.

## PART 3: REPORT ON ASSESSMENT OF STUDENT LEARNING

Assessment Method	Type of Assessment Tool	Population or Course(s) Assessed	Graduate Learning Outcome(s) Assessed	Mastery Level (E.g., "Minimum score of 3 on a rubric scaled 0-4" or "Minimum score of 75%")	Targeted % Achieving Mastery	Outcome
Project	Direct & Internal	O TEC 1175	Utilize medical software applications.	Minimum score of 3 on a rubric scaled 0-4	80%	Target met

Timed Writings	Direct & Internal	O TEC 1102	Keyboard at 35 wpm or higher with 5 or fewer errors.	Minimum score of 3 on a rubric scaled 0-4	92%	Target met
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<b>Summary of Assessment Findings</b>
A total of 43 out of 54 students passed OTEC 1175 with a C or better. A total of 12 out of 13 students passed OTEC 1102 with a C or better.

<b>Interpretation of Assessment Findings</b>
For OTEC 1175 the success rate was 80%. For OTEC 1102 the success rate was 92%.

<b>Action Plan in Support of Student Learning</b> (Describe changes to be made that are based at least in part on the assessment interpretation. If the assessment did not yield useful information, describe changes to be made in the assessment methodology and/or criteria.)
Continue tracking data from OTEC 1175. Based on a receptionist’s job duties, the program was changed from requiring OTEC 1102 (35 wpm) to requiring OTEC 1101 (25 wpm).

**Please select all of the following that characterize the types of changes described in the above action plan:**

- Assessment criteria revision
- Budgetary reallocation
- Curricular Revision
- Assessment methodology revision
- Change in teaching approach
- Faculty training/development
- Assignment revision
- Course content revision
- Process revision

<b>Recommendations, Proposals, and/or Funding Requests</b>	<b>Budget Needed</b>

**PART 4: REMAINING YEARS IN CURRENT ASSESSMENT CYCLE PLAN** (including any revisions) – **OR -- UPCOMING ASSESSMENT CYCLE PLAN** (if this was the final year)

Years of Full Cycle	Next Year's Assessment Focus (Describe how the next planned assessment is expected to provide information that can be used toward improving student learning.)
2016-2021	Keyboard at 25 wpm or higher with 5 or fewer errors. (OTEC 1101—average of three timings) and utilize medical office software applications (OTEC 1175).

Graduate Learning Outcomes to Be Assessed	Years in which Assessment Is Planned	Population/Courses to Be Assessed	Planned Assessment Approach
Utilize medical office software applications.	Fall 18-Spring 19	OTEC 1175	Project
Keyboard at 25 wpm or higher with 5 or fewer errors.	Fall 18-Spring 19	OTEC 1101	Timings