

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>X50209</u> CNM Office Extension

Subject of this Report
BIT--MOF_CERT--Office Technology Medical Office Transcription Certificate

PART 2: CONTEXT IN WHICH THE ASSESSMENT TOOK PLACE

Program/Area Highlights and Successes (Wherever applicable, include course completion rates, job placement outcomes, and licensing examination pass rates. See the program information dashboard at https://livecnm.sharepoint.com/sites/Dashboards/SitePages/Program%20Information%20Dashboard.aspx (access restricted to CNM employees) and other reports at https://www.cnm.edu/depts/opie .)
For the Office Technology Medical Office Transcription Certificate, 14 certificates were awarded.

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 2270	Produce medical reports, forms, and other medical documents utilizing transcription skills.	Minimum score of 3 on a rubric scaled 0-4	86%	Target met
Timed Writings	Direct & Internal	O TEC 1103	Keyboard at 45 wpm or higher with 5 or fewer errors.	Minimum score of 3 on a rubric scaled 0-4	78%	Target met

Summary of Assessment Findings
<p>A total of 6 out of 7 students passed OTEC 2270 with a C or better.</p> <p>A total of 7 out of 9 students passed OTEC 1103 with a C or better.</p>

Interpretation of Assessment Findings
<p>For OTEC 2270 the success rate was 86%.</p> <p>For OTEC 1103 the success rate was 78%.</p>

Action Plan in Support of Student Learning (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.)
<p>Continue tracking data from OTEC 2270 and OTEC 1103.</p>

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Assessment criteria revision | <input type="checkbox"/> Assessment methodology revision | <input type="checkbox"/> Assignment revision |
| <input type="checkbox"/> Budgetary reallocation | <input type="checkbox"/> Change in teaching approach | <input type="checkbox"/> Course content revision |
| <input type="checkbox"/> Curricular Revision | <input type="checkbox"/> Faculty training/development | <input type="checkbox"/> Process revision |

Recommendations, Proposals, and/or Funding Requests	Budget Needed

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	Produce medical report forms, and other medical documents utilizing transcription skills, and keyboard at 45 wpm or higher with 5 or fewer errors.

Graduate Learning Outcomes to Be Assessed	Years in which Assessment Is Planned	Population/Courses to Be Assessed	Planned Assessment Approach
Produce medical reports, forms, and other medical documents utilizing transcription skills.	Fall 2018-Spring 2019	OTEC 2270	Project
Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 2018-Spring 2019	OTEC 1103	Timed Writings