

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--OFFTECH_AAS--Office Technology Medical Concentration			

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 Concentration, 42 certificates and degrees 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 2260	Communicate with clarity, conciseness, and purpose in written form.	Minimum score of 3 on a rubric scaled 0-4	87%	Target met

Project	Direct & Internal	OTEC 2260	Create and present an oral presentation.	Minimum score of 3 on a rubric scaled 0-4	94%	Target met
Project	Direct & Internal	OTEC 2201	Produce office application documents and integrate office application software skills	Minimum score of 3 on a rubric scaled 0-4	85%	Target met
Project	Direct & Internal	OTEC 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

Summary of Assessment Findings
<p>A total of 28 out of 31 students passed OTEC 2260 with a C or better.</p> <p>A total of 11 out of 13 students passed OTEC 2201 with a C or better.</p> <p>A total of 6 out of 7 students passed OTEC 2270 with a C or better.</p>

Interpretation of Assessment Findings
<p>For OTEC 2260 presentation project, the success rate was 94%.</p> <p>For OTEC 2260 written project, the success rate was 87%</p> <p>For OTEC 2201 the success rate was 85%.</p> <p>For OTEC 2270 the success rate was 86%.</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 OTEC2260, OTEC 2201, and OTEC 2270.</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	Communicate with clarity, conciseness, and purpose in written form (OTEC 2260, project); create and present an oral presentation (OTEC 2260, project); produce office application documents and integrate office application software skills (OTEC 2201, project); produce medical reports, forms, and other medical documents utilizing transcription skills (OTEC 2270, project).

Graduate Learning Outcomes to Be Assessed	Years in which Assessment Is Planned	Population/Courses to Be Assessed	Planned Assessment Approach
Communicate with clarity, conciseness, and purpose in written form.	Fall 18-Spr 19	OTEC 2260	Project
Create and present an oral presentation.	Fall 18-Spr 19	OTEC 2260	Project
Produce office application documents and integrate office application software skills.	Fall 18-Spr 19	OTEC 2201	Project
Produce medical reports, forms, and other medical documents utilizing transcription skills.	Fall 18-Spr 19	OTEC 2270	Project