

# 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 Office Technology 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 <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> .)
For the Office Technology Office Technology Concentration, 20 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	O TEC 2260	Create and present an oral presentation.	Minimum score of 3 on a rubric scaled 0-4	94%	Target met
Project	Direct & Internal	O TEC 2201	Produce office application documents and integrate office application software skills.	Minimum score of 3 on a rubric scaled 0-4	85%	Target met
Timed Writing	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

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

<b>Interpretation of Assessment Findings</b>
<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 1103 the success rate was 78%.</p>

<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 OTEC2260, OTEC 2201, and OTEC1103.

**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 purposed in written form (OTEC 2260, project); create and present and oral presentation (OTEC 2260, project), produce office application documents and integrate office application software skills (OTEC 2201, project), and keyboard at 45 wpm or higher with 5 or fewer errors (OTEC 1103, average of three timed writings).

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 2018-Spr 2019	OTEC 2260	Project
Create and present an oral presentation.	Fall 2018-Spr 2019	OTEC 2260	Project
Produce office application documents and integrate office application software skills.	Fall 2018-Spr 2019	OTEC 2201	Project
Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 2018-Spr 2019	OTEC 1103	Timed Writing