

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>Carol Rogers</u> Contact Person	<u>crogers25@cnm.edu</u> CNM Email	<u>224-4000 x50073</u> CNM Office Extension

Subject of this Report
BIT--PC_CERT--Payroll Clerk 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 .)
The number of payroll certificates awarded decreased to 66 in 2017-2018 academic year from 87 in 2016-2017 academic year.

Changes Implemented During the Past Year in Support of Student Learning

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
Common Payroll Final Exam, problems 1 – 7	Direct & Internal	Acct 1120, Payroll Accounting	Compute wages, deductions, and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	75% of students will receive a score of 75% or higher on these exam problems	92%	Target met
Common Payroll Final Exam, problems 8 & 9	Direct & Internal	Acct 1120, Payroll Accounting	Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	75% of students will receive a score of 75% or higher on these exam problems	54%	Target not met
Common Payroll Final Exam, problems 10 - 12	Direct & Internal	Acct 1120, Payroll Accounting	Analyze, journalize and post payroll transactions	75% of students will receive a score of 75% or higher on these exam problems	50%	Target not met

Summary of Assessment Findings
<p>Outcome 1: Mastery target met. 91.89% of students scored 75% or higher on problems 1 – 7 of the Final Exam. The average grade on these 7 problems was 88.68%.</p> <p>Outcome 2: Mastery target was not met. 54.05% of students scored 75% or higher on problem 8 & 9 of the Final Exam. The average grade on these two problems was 75%.</p> <p>Outcome 3: Mastery target was not met. 50% of students scored 75% or higher on problem 10 - 12 of the Final Exam. The average grade on these three problems was 75%.</p>

Interpretation of Assessment Findings
<p>Outcome 1: With this target 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.</p> <p>Outcome 2: There is concern among the Payroll Accounting team about these results since this outcome was met during the prior academic year at 83.33%.</p>

Outcome 3: As in the prior year, this target was again not met. More concerning for the Payroll Accounting team is that the prior academic year success rate was 72.92% and this year it has fallen to 50%.

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.)

The Payroll Accounting course team is concerned about the results, especially for Outcome 2 and Outcome 3. The team will review the Final Exam results in detail to determine if a revision of the Final Exam is needed. The team will continue to monitor these results to ensure that the Final Exam continues to be a viable measurement tool.

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

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|---|--|---|
| <input type="checkbox"/> Assessment criteria revision | <input type="checkbox"/> Assessment methodology revision | <input checked="" 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 checked="" type="checkbox"/> Faculty training/development | <input type="checkbox"/> Process revision |

Recommendations, Proposals, and/or Funding Requests	Budget Needed
N/A	

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.)
2016/2017 – 2020/2021	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.

Graduate Learning Outcomes to Be Assessed	Years in which Assessment Is Planned	Population/Courses to Be Assessed	Planned Assessment Approach
Compute wages, deductions, and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	2018-2019	Acct 1120, Payroll Accounting	Common Final Exam
Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	2018-2019	Acct 1120, Payroll Accounting	Common Final Exam
Analyze, journalize and post payroll transactions	2018-2019	Acct 1120, Payroll Accounting	Common Final Exam