

# 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			
2018-2019	Anna Wormald	awormald@cnm.edu	50209
<b>Academic Year</b>	<b>Contact Person</b>	<b>CNM Email</b>	<b>CNM Office Extension</b>
Subject of this Report			
BIT--MEDOFF_CERT--Office Technology Medical Office Assistant 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 <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 Medical Office Assistant Certificate, 14 certificates were awarded.
Changes Implemented During the Past Year in Support of Student Learning
The program was changed from requiring OTEC 1102 (35 wpm) to requiring OTEC 1101 (25 wpm).

## 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	OTEC 1175	Utilize medical software applications.	Minimum score of 3 on a rubric scaled 0-4	87%	Target met

Timed Writings	Direct & Internal	OTEC 1101	Keyboard at 25 wpm or higher with 5 or fewer errors.	Minimum score of 3 on a rubric scaled 0-4	74%	Target met
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Summary of Assessment Findings
A total of 69 out of 79 students passed OTEC 1175 with a C or better.

A total of 31 out of 42 students passed OTEC 1101 with a C or better.

**Interpretation of Assessment Findings**

For OTEC 1175 the success rate was 87%.

For OTEC 1101 the success rate was 74%.

**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.)

Continue tracking data from OTEC 1175.

Continue tracking data from OTEC 1101.

*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

**Recommendations, Proposals, and/or Funding Requests**

**Budget Needed**

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

<b>Years of Full Cycle</b>	<b>Next Year's Assessment Focus</b> (Describe how the next planned assessment is expected to provide information that can be used toward improving student learning.)
Fall 18–Spr 19	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).

<b>Graduate Learning Outcomes to Be Assessed</b>	<b>Years in which Assessment Is Planned</b>	<b>Population/Courses to Be Assessed</b>	<b>Planned Assessment Approach</b>
Utilize medical office software applications.	Fall 19-Spring 20	OTEC 1175	Project
Keyboard at 25 wpm or higher with 5 or fewer errors.	Fall 19-Spring 20	OTEC 1101	Timings
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