

# 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--OFFTECH_AAS--Office Technology Office Technology Concentration			

## PART 2: CONTEXT IN WHICH THE ASSESSMENT TOOK PLACE

<p><b>Program/Area Highlights and Successes</b> (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>.)</p> <p>For the Office Technology Office Technology Concentration, 6 degrees were awarded.</p>
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	75%	Target met

Project	Direct & Internal	OTEC 2260	Create and present an oral presentation.	Minimum score of 3 on a rubric scaled 0-4	75%	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	83%	Target met
Timed Writing	Direct & Internal	OTEC 1103	Keyboard at 45 wpm or higher with 5 or fewer errors.	Minimum score of 3 on a rubric scaled 0-4	100%	Target met
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<b>Summary of Assessment Findings</b>
A total of 6 out of 8 students passed OTEC 2260 with a C or better.

A total of 10 out of 12 students passed OTEC 2201 with a C or better

A total of 3 out of 3 students passed OTEC 1103 with a C or better.

### Interpretation of Assessment Findings

For OTEC 2260 presentation project, the success rate was 75%.

For OTEC 2260 written project, the success rate was 75%.

For OTEC 2201 the success rate was 83%.

For OTEC 1103 the success rate was 100%.

### 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 OTEC2260 and OTEC 2201.

Based on an office administrative assistant's job duties and recommendation from our advisory members, the program changed from requiring OTEC 1103 (45 wpm) to requiring OTEC 1102 (35 wpm).

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

Assessment criteria revision

Assessment methodology revision

Assignment revision

Budgetary reallocation

Change in teaching approach

Course content revision

Curricular Revision

Faculty training/development

Process revision

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

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### 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 2019-Spr 2020	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 35 wpm or higher with 5 or fewer errors (OTEC 1102, average of three timed writings).

<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>
Communicate with clarity, conciseness, and purpose in written form.	Fall 19-Spr 20	OTEC 2260	Project
Create and present an oral presentation.	Fall 19-Spr 20	OTEC 2260	Project
Produce office application documents and integrate office application software skills.	Fall 19-Spr 20	OTEC 2201	Project
Keyboard at 35 wpm or higher with 5 or fewer errors.	Fall 19-Spr 20	OTEC 1102	Timed Writing
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