

CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT REPORT-Part I
Assessment Data Results

The purpose of this form is to provide a written summary of your assessment results for the current assessment cycle.

Fall 2011 – Spring 2012
 (Assessment Period Covered)

June 20, 2012
 (Date Report Submitted)

Anita Sterchi, asterchi@cnm.edu 224-4000 ext. 50176
 (Contact Person/email/phone)

Choose ONE of the following 3 areas for this assessment report and insert the name of the general education area, certificate, degree or discipline on the appropriate line:

See definitions for each category in Assessment Process document

Gen Ed Area (see definitions) _____ AA/AS <input type="checkbox"/> AAS <input type="checkbox"/> Or Discipline Area (see definitions) <u>Medical Concentration</u>	or	Program _____ Certificate <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/>	Office Technology	_____ <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Outcome(s) assessed: 1. Create and present an oral presentation. 2. Produce office application documents and integrate office application software skills.				
Classes/Cohort Assessed: <ul style="list-style-type: none"> • The first competency was assessed in OTEC 2260, Business Procedures. • The second competency was assessed in OTEC 2200, Advanced Word Processing 				

Measurement tool(s):

- The first competency was measured in OTEC 2260 with an oral presentation.
- The second competency was measured in OTEC 2200 with a final exam.

Type of tool (for each tool listed above, indicate type of tool):

- Students were evaluated in OTEC 2260, Business Procedures, using an individual presentation on a current topic for administrative professionals. No duplicates were allowed and the instructor approved the topic.
- Students were evaluated in OTEC 2200, Advanced Word Processing, using a final project involving advanced Word functions, including integration with Excel and PowerPoint.

Achievement Target (if more than one measurement tool, list target for each tool separately):

The measurement target for both tools is a grade of "C" or better.

Assessment Results/Findings (if more than one measurement tool, list results for each tool separately):

- Thirty-two students completed OTEC 2260 during the fall 2011 and spring 2012 terms. Thirty-one students passed with a C or better. The success rate was 97%.
- Thirty-four students completed OTEC 2200 during the fall 2011 and spring 2012 terms. Thirty-two students passed with a C or better. The success rate was 94%.

**CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT REPORT – Part II
Action Plan & Assessment Plan Update**

The purpose of this form is to provide a written summary of your assessment action plan for the designated assessment cycle and provide an updated assessment cycle plan for the current 5-year cycle

Fall 2011-Spring 2012
 (Report Period)
 Anita Sterchi asterchi@cnm.edu 224-4000, ext. 50176
 (Contact Person/email/phone)

September 20, 2012
 (Date Report Submitted)

Indicate **ONE** of the following **3** areas for this assessment report and insert the name of the general education area, certificate, degree or discipline on the appropriate line:

See definitions for each category in Assessment Process document

<p>Gen Ed Area (see definitions) _____</p> <p>AA/AS <input type="checkbox"/></p> <p>AAS <input type="checkbox"/></p>	or	<p>Program <u>Office Technology – Medical Concentration</u></p> <p>Certificate <input type="checkbox"/></p> <p>AA/AS <input type="checkbox"/></p> <p>AAS <input checked="" type="checkbox"/></p>
<p>Or Discipline Area (see definitions) _____</p>		
<p>Data Results Period upon which this Action Plan is based (period which ended 6/30/2012):</p> <ul style="list-style-type: none"> • Thirty-two students completed OTEC 2260 during the fall 2011 and spring 2012 terms. The oral presentation was measured. Thirty-one students passed with a C or better. The success rate was 97%. • Thirty-four students completed OTEC 2200 during the fall 2011 and spring 2012 terms. Advanced word processing skills were measured. Thirty-two students passed with a C or better. The success rate was 94%. 		
<p>Action Plan (close the loop):</p> <p>No changes were made, as the success rate is good.</p>		

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ASSESEMENT PLAN

The assessment plan includes three parts:

1. **The plan description** (This should be a brief written description of the assessment plan(s) for the area/certificate/degree/discipline. If all outcomes are not shown in item #3 below as assessed in the 5 year cycle, this description must include information about their eventual assessment)
2. **The student learning outcomes for the area/program/discipline** for the 5 year cycle.
3. **The assessment cycle timeline**

1 Plan Description <ul style="list-style-type: none">• Students were evaluated in OTEC 2260, Business Procedures, using an individual presentation on a current topic for administrative professionals. No duplicates were allowed and the instructor approved the topic.• Students were evaluated in OTEC 2200, Advanced Word Processing, using a final project involving advanced Word functions, including integration with Excel and PowerPoint.
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2 Provide the list of current student learning outcomes for this area or program (you may add more lines if necessary by right clicking and choosing insert row below):

1	Communicate with clarity, conciseness, and purpose in written form.
2	Create and present an oral presentation.
3	Produce office application documents and integrate office application software skills
4	Produce medical reports, forms, and other medical documents utilizing transcription skills.
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3 Assessment Cycle timeline for the above student learning outcomes for the next five years.

Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 13-Spring 15	O TEC 2260	Project, Direct/Internal
2	Fall 11-Spring 13	O TEC 2260	Project, Direct/Internal
3	Fall 11-Spring 13	O TEC 2200	Project, Direct/Internal
4	Fall 13-Spring 15	O TEC 2270	Project, Direct/Internal
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7			
8			
9			
10			