

**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)

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 (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**

<b>Gen Ed Area</b> (see definitions)	or	<b>Program</b>	<b>Office Technology</b>
AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>		Certificate AA/AS AAS	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Or Discipline Area</b> (see definitions)		<u>Medical Office Transcription</u>	
Outcome(s) assessed:			
<ol style="list-style-type: none"> <li>1. Keyboard at 45 wpm or higher with 5 or fewer errors.</li> <li>2. Produce medical reports, forms, and other medical documents utilizing transcription skills.</li> </ol>			
Classes/Cohort Assessed:			
<ul style="list-style-type: none"> <li>• The first competency was assessed in OTEC 1193, Intermediate Keyboard Skill Building.</li> <li>• The second competency was assessed in OTEC 2270, Medical Transcription.</li> </ul>			

Measurement tool(s):

- The first competency was measured in OTEC 1193 with a five-minute timed writing tests.
- The second competency was measured in OTEC 2270 with an individualized project.

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

- OTEC 1193, Intermediate Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 45 words per minute with no more than 5 errors (3 timings are used for an average).
- OTEC 2270, Medical Transcription, was used to assess the project, which involves transcription of a report, proofreading skills, and an objective test covering grammar, punctuation, medical terminology, medical specialties, medical diseases, medical conditions, and surgical procedures.

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):

- Twenty-two students completed OTEC 1193 during the fall 2011 and spring 2012 terms. Seventeen students passed with a C or better. The success rate was 77%.
- Forty-two students completed OTEC 2270 during the fall 2011 and spring 2012 terms. Thirty-six students passed with a C or better. The success rate was 86%.

**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](mailto: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><b>Gen Ed Area</b> (see definitions) _____</p> <p>AA/AS <input type="checkbox"/></p> <p>AAS <input type="checkbox"/></p>	or	<p><b>Program</b> <u>Office Technology - Medical Office Transcription</u></p> <p>Certificate <input checked="" type="checkbox"/></p> <p>AA/AS <input type="checkbox"/></p> <p>AAS <input type="checkbox"/></p>
<p><b>Or Discipline Area</b> (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"> <li>Twenty-two students completed OTEC 1193 during the fall 2011 and spring 2012 terms. Seventeen students passed with a C or better. The success rate was 77%.</li> <li>Forty-two students completed OTEC 2270 during the fall 2011 and spring 2012 terms. Thirty-six students passed with a C or better. The success rate was 86%.</li> </ul>		
<p>Action Plan (close the loop):</p> <ul style="list-style-type: none"> <li>Credit hours in OTEC 1193 were reduced from 2 credits to 1 credit. Additionally, students can repeat the course multiple times to obtain a better grade. This can be done without penalty. No change in OTEC 2270, as the success rate is good.</li> </ul>		

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**ASSESSMENT 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**

<b>1 Plan Description</b> <ul style="list-style-type: none"><li>• OTEC 1193, Intermediate Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 45 words per minute with no more than 5 errors (3 timings are used for an average).</li><li>• OTEC 2270, Medical Transcription, was used to assess the project, which involves transcription of a report, proofreading skills, and an objective test covering grammar, punctuation, medical terminology, medical specialties, medical diseases, medical conditions, and surgical procedures.</li></ul>
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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	Keyboard at 45 wpm or higher with 5 or fewer error.
2	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.**

<b>Outcome #</b>	<b>When Measured</b>	<b>Where measured (i.e. what course(s))</b>	<b>Measurement tool(s) &amp; Type of tool</b>
1	Fall 11-Spring 13	OTEC 1193	Average of three five-minute timings, Direct/Internal
2	Fall 11-Spring 13	OTEC 2270	Project, Direct/Internal
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