

**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 2012 – Spring 2013  
 (Assessment Period Covered)

June, 2013  
 (Date Report Submitted)

Carol Rogers/crogers25@cnm.edu/224-4000 x50073  
 (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>Payroll</b>
AA/AS <input type="checkbox"/>		Certificate	<input checked="" type="checkbox"/>
AAS <input type="checkbox"/>		AA/AS	<input type="checkbox"/>
		AAS	<input type="checkbox"/>
<b>Or Discipline Area</b> (see definitions)			
Outcome(s) assessed:			
1. Compute wages, deductions and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.			
2. Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.			
3. Analyze, journalize and post payroll transactions.			
Classes/Cohort Assessed:			
Acct 1120, Payroll Accounting			
Measurement tool(s):			

Common Payroll Project graded using a common rubric.

Outcome 1: Payroll Project, Payroll Register & Employee Earnings Records sections

Outcome 2: Payroll Project, Federal Forms section

Outcome 3: Payroll Project, Journal Entries & General Ledger sections

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

Direct/Internal

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

The Achievement Target for each of the measurement tools is that 75% of the students will receive a score of 75% or higher.

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

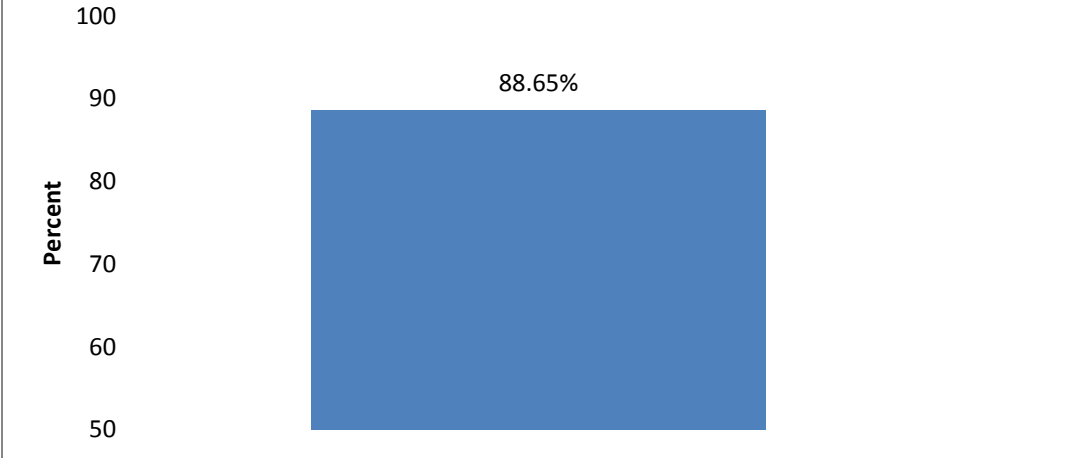
Outcome #1: The overall achievement target for Outcome #1 was met. 90% of students received a score of 75% or better on the Outcome #1 measurement tools. The overall average score of the Outcome #1 measurement tool was 88.65%.

Outcome #2: The overall achievement target for Outcome #2 was met. 76.25% of students received a score of 75% or better on the Outcome #2 measurement tools. The overall average score of the Outcome #2 measurement tool was 78.53%.

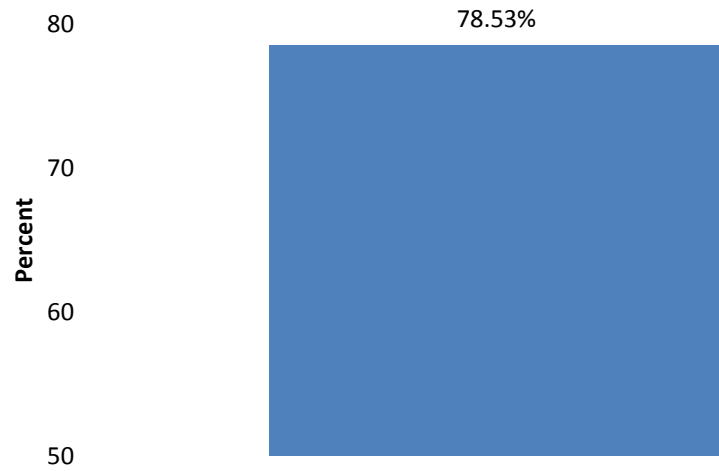
Outcome #3: The overall achievement target for Outcome #3 was met. 81.25% of students received a score of 75% or better on the Outcome #3 measurement tools. The overall average score of the Outcome #3 measurement tool was 84.33%.

For the Payroll Project overall, 81.25% of the students received a score of 75% or better. The overall average score on the Payroll Project was 84.88%.

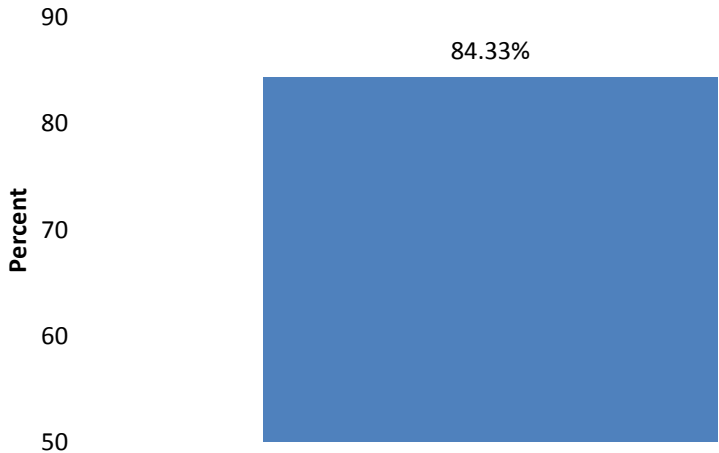
**Payroll Certificate  
Outcome #1 Average Score  
Fall 2012 - Spring 2013**



**Payroll Certificate  
Outcome #2 Average Score  
Fall 2012 - Spring 2013**



**Payroll Certificate  
Outcome #3 Average Score  
Fall 2012 - Spring 2013**



**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 2012 – Spring 2013  
 (Report Period)  
 Carol Rogers/crogers25@cnm.edu/224-4000 x50073  
 (Contact Person/email/phone)

September 6, 2013  
 (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

Gen Ed Area (see definitions)	or	Program	Payroll
AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>			Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
Or Discipline Area (see definitions) _____			

Data Results Period upon which this Action Plan is based (period which ended 6/30/xx):  
 2012/2013 Assessment Report – Part 1

Action Plan (close the loop):  
 At the beginning of this assessment cycle, to be able to better assess the students and to better norm the grading of the Payroll Project, both the outcomes and the grading rubric for the Payroll Project were rewritten for better alignment.

Outcome #1: results show that the achievement target of 75% of students receiving a score of 75% or better was met. This outcome will continue to be monitored to ensure that the achievement target continues to be met.

Outcome #2: results show that the achievement target of 75% of students receiving a score of 75% or better was met. This outcome will continue to

be monitored to ensure that the achievement target continues to be met.

Outcome #3: results show that the achievement target of 75% of students receiving a score of 75% or better was met. This outcome will continue to be monitored to ensure that the achievement target continues to be met.

Even though all of these outcomes were met for the 2012/2013 assessment cycle, the Acct 1120 Payroll team re-evaluated what is appropriate for the assessment tool. The decision was made that a common final exam for the Payroll course would be a more accurate assessment of the students' mastery of this course material. The common final exam will be the assessment tool for this Payroll Certificate for the 2013 – 2014 assessment cycle.

These outcome results will also be monitored to determine if an improvement in meeting these achievement targets in this Payroll certificate will cross over to the Accounting Degree payroll outcome and show improvements in meeting those achievement targets.

## 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**

### 1 Plan Description

This plan is used to assess the Payroll Certificate so to provide a consistent process for documenting and reporting outcomes results and actions taken as a result of this assessment.

- 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	Compute wages, deductions and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.
2	Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.
3	Analyze, journalize and post payroll transactions.
4	
5	
6	



**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	2013-2015	ACCT 1120	Common Final Exam; direct/internal
2	2013-2015	ACCT 1120	Common Final Exam; direct/internal
3	2013-2015	ACCT 1120	Common Final Exam; direct/internal
4			
5			
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7			
8			
9			
10			