

**CENTRAL NEW MEXICO COMMUNITY COLLEGE  
ASSESSMENT REPORT – Part I  
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)  
 Anna Wormald [awormald@cnm.edu](mailto:awormald@cnm.edu) 224-4000, ext. 50209  
 (Contact Person/email/phone)

September 11, 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**

<b>Gen Ed Area</b> (see definitions)  AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>	or	<b>Program</b> Office Technology - Medical Concentration (Embedded)
<b>Or Discipline Area</b> (see definitions)  _____		Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>

Data Results Period upon which this Action Plan is based (period which ended 6/30/2012):

- A total of 103 students completed BA 1122 during the fall 2012 and spring 2013 terms. A total of 87 students passed with a C or better. The success rate was 85%.
- A total of 154 students completed OTEC 1175 during the fall 2012 and spring 2013 terms. A total of 146 students passed with a C or better. The success rate was 95%.

Action Plan (close the loop):

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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**

<b>1 Plan Description</b> <ul style="list-style-type: none"><li>• Students were evaluated in BA 1122, Business Writing, using a cover letter as part of the job application process.</li><li>• Students were evaluated in OTEC 1175, Computers in the Medical Office, using MOSS (simulation software). The final project consisted of several start-to-finish assignments taking a patient from the scheduling to the final charging/billing/payment patients as well as for insurance.</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	Communicate with clarity, conciseness, and purpose in written form.
2	Utilize medical office software applications.
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4	
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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	BA 1122	Project, Direct/Internal
2	Fall 11-Spring 13	O TEC 1175	Project, Direct/Internal
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8			
9			
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**CENTRAL NEW MEXICO COMMUNITY COLLEGE  
ASSESSMENT REPORT – Part II  
Action Plan & Assessment Plan Update**

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Fall 2012-Spring 2013  
 (Report Period)  
 Anna Wormald [awormald@cnm.edu](mailto:awormald@cnm.edu) 224-4000, ext. 50209  
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September 11, 2013  
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<b>Or Discipline Area</b> (see definitions) _____		

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Action Plan (close the loop):

All BA 1122 teachers will be required to submit grades for the employment cover letter. This will establish consistency and supply more data in which better analyses can be made.

No changes were made in OTEC 1175, as the success rate is good.

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**ASSESEMENT PLAN**

The assessment plan includes three parts:

- 4. **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)
- 5. **The student learning outcomes for the area/program/discipline** for the 5 year cycle.
- 6. **The assessment cycle timeline**

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Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 11-Spring 13	BA 1122	Project, Direct/Internal
2	Fall 11-Spring 13	OTEC 1175	Project, Direct/Internal
3			
4			
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