

**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 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

<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 6/30/2013):</p> <ul style="list-style-type: none"> A total of 27 students completed OTEC 2260 during Fall 2012 and Spring 2013 terms. The oral presentation was measured. A total of 27 students passed with a C or better. The success rate was 100%. A total of 27 students completed OTEC 2200 during the Fall 2012 and Spring 2013 terms. Advanced word processing skills were measured. A total of 27 students passed with a C or better. The success rate was 100%. 		
<p>Action Plan (close the loop):</p>		

--

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 <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.
--

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.
5	
6	
7	
8	
9	
10	

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)
 Anna Wormald 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

<p>Gen Ed Area (see definitions) _____</p> <p style="margin-left: 40px;">AA/AS <input type="checkbox"/></p> <p style="margin-left: 40px;">AAS <input type="checkbox"/></p> <p>Or Discipline Area (see definitions) _____</p>	or	<p>Program Office Technology – Medical Concentration</p> <p style="margin-left: 40px;">Certificate <input type="checkbox"/></p> <p style="margin-left: 40px;">AA/AS <input type="checkbox"/></p> <p style="margin-left: 40px;">AAS <input checked="" type="checkbox"/></p>
<p>Data Results Period upon which this Action Plan is based (period which ended 6/30/2013):</p> <ul style="list-style-type: none"> • A total of 27 students completed OTEC 2260 during Fall 2012 and Spring 2013 terms. The oral presentation was measured. A total of 27 students passed with a C or better. The success rate was 100%. • A total of 27 students completed OTEC 2200 during the Fall 2012 and Spring 2013 terms. Advanced word processing skills were measured. A total of 27 students passed with a C or better. The success rate was 100%. 		
<p>Action Plan (close the loop):</p>		

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

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**

1 Plan Description

- 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.

- 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.
5	
6	
7	
8	
9	
10	

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
5			
6			
7			
8			
9			
10			