

**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 Office Technology - Medical Office Assistant</p> <p>Certificate <input checked="" type="checkbox"/></p> <p>AA/AS <input type="checkbox"/></p> <p>AAS <input 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"> • 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%. • A total of 73 students completed OTEC 1192 during the fall 2012 and spring 2013 terms. A total of 60 students passed with a C or better. The success rate was 82%. 		
<p>Action Plan (close the loop):</p>		

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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**

1 Plan Description <ul style="list-style-type: none">• 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.• OTEC 1192, Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 35 words per minute with no more than 5 errors (3 timings are used for an average).
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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	Utilize medical office software applications.
2	Keyboard at 35 wpm or higher with 5 or fewer errors.
3	
4	
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 11-Spring 13	O TEC 1175	Project, Direct/Internal
2	Fall 11-Spring 13	O TEC 1192	Average of three five-minute timings, Direct/Internal
3			
4			
5			
6			
7			
8			
9			
10			

**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 224-4000, ext. 50209
 (Contact Person/email/phone)

September 11, 2013
 (Date Report Submitted)

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See definitions for each category in Assessment Process document

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Or Discipline Area (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):		
<ul style="list-style-type: none"> • 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%. • A total of 73 students completed OTEC 1192 during the fall 2012 and spring 2013 terms. A total of 60 students passed with a C or better. The success rate was 82%. 		
Action Plan (close the loop): No changes were made, as the success rate is satisfactory.		

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ASSESSMENT 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 <ul style="list-style-type: none">• 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.• OTEC 1192, Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 35 words per minute with no more than 5 errors (3 timings are used for an average).
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