

**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

Gen Ed Area (see definitions) AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>	or	Program Office Technology - Medical Office Transcription
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 6/30/2013): <ul style="list-style-type: none"> • A total of 19 students completed OTEC 1193 during the fall 2012 and spring 2013 terms. A total of 17 students passed with a C or better. The success rate was 90%. • A total of 19 students completed OTEC 2270 during the fall 2012 and spring 2013 terms. A total of 17 students passed with a C or better. The success rate was 90%. 		
Action Plan (close the loop): 		

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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">• 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.
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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.

Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
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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**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>AA/AS <input type="checkbox"/></p> <p>AAS <input type="checkbox"/></p>	or	<p>Program <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>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 19 students completed OTEC 1193 during the fall 2012 and spring 2013 terms. A total of 17 students passed with a C or better. The success rate was 90%. • A total of 19 students completed OTEC 2270 during the fall 2012 and spring 2013 terms. A total of 17 students passed with a C or better. The success rate was 90%. 		
<p>Action Plan (close the loop):</p> <p>No changes in OTEC 2270, as the success rate is good.</p>		

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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">• 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.
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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	OTEC 1193	Average of three five-minute timings, Direct/Internal
2	Fall 11-Spring 13	OTEC 2270	Project, Direct/Internal
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