

**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 2011-Spring 2012
 (Report Period)
 Anita Sterchi asterchi@cnm.edu 224-4000, ext. 50176
 (Contact Person/email/phone)

September 20, 2012
 (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 <u>Office Technology</u> Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
Or Discipline Area (see definitions) <u>Records Clerk Certificate of Achievement</u>		

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

- A total of 87 students completed OTEC 1161 during the fall 2012 and spring 2013 terms. A total of 69 students passed with a C or better. The success rate was 79%.
- 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):

--

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**

1 Plan Description <ul style="list-style-type: none">• Students were evaluated in OTEC 1161, Records Management, with a final project demonstrating the 10 ARMA filing rules.• OTEC 1192, Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 35 words per minute on five-minute timings with no more than 5 errors (3 timings are used for an average).
--

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	Demonstrate principles and practices of effective records management.
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	OTEC 1161	Project, Direct/Internal
2	Fall 11-Spring 13	OTEC 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**

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 2011-Spring 2012
 (Report Period)
 Anita Sterchi asterchi@cnm.edu 224-4000, ext. 50176
 (Contact Person/email/phone)

September 20, 2012
 (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 Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
Or Discipline Area (see definitions) <u>Records Clerk Certificate of Achievement</u>		

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

- A total of 87 students completed OTEC 1161 during the fall 2012 and spring 2013 terms. A total of 69 students passed with a C or better. The success rate was 79%.
- 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 further action required, as this certificate has been discontinued due to lack of job placement.

--

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 <ul style="list-style-type: none">• Students were evaluated in OTEC 1161, Records Management, with a final project demonstrating the 10 ARMA filing rules.• OTEC 1192, Keyboard Skill Building, was used to assess the keyboarding competency – passing score for all students was 35 words per minute on five-minute timings with no more than 5 errors (3 timings are used for an average).
--

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	Demonstrate principles and practices of effective records management.
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	OTEC 1161	Project, Direct/Internal
2	Fall 11-Spring 13	OTEC 1192	Average of three five-minute timings, Direct/Internal
3			
4			
5			
6			
7			
8			
9			
10			