

CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT REPORT
Due to SAAC by October 15

PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:			
Fall 2016-Spring 2017	Francis Heise	fheise@cnm.edu	224-4000 Ext 50235
Academic Year	Contact Person	Email	Phone Number

Subject of this Assessment Report:		
Program: <u>General Business</u> <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS	Gen Ed Area: _____ Applicable to: <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS	Discipline Area: _____

PART 2: THE YEAR IN RETROSPECT

Program/Area Highlights (Including, wherever applicable, course completion, job placement, and licensing examination information)
For the fiscal year 2016-17, 233 students earned the General Business certificate. Of those graduates, 91% went to work in the Business field while 9% transferred to a four-year school. The average student age was 34 years old.

Changes Made in Support of Student Learning
No significant changes were made in this assessment period.

PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING

Student Learning Outcome(s) Assessed:	Classes/Cohorts Assessed:
<i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i> 1. Recognize and demonstrate effective teamwork skills. 2. Research and use data to effectively evaluate and solve business problems. 3. Utilize technology in appropriate business situations.	BA 1131, Business Professionalism BA 1101, Introduction to Business

Measurement Tool(s) Used:	Enter X's for type of tool				Initial Achievement Target or Expectation:
	Internal	External	Direct	Indirect	
<i>To add rows: right –click in cell below and select "Insert," "Insert Rows Above"</i>					
Team Project for Outcome 1	X		X		80% of students completing 80% or higher
Business Plan Project for Outcomes 2 and 3	X		X		80% of students completing 80% or higher

Assessment Findings:		
Team Evaluation Rubric Data		
One hundred and twenty-four grades were collected in several sections of BA 1131 over the Fall 2016 and Spring 2017 terms. The table below shows the grading breakdown for those students on the Teamwork Evaluation.		
Student Score	Number of Students	% of Sample
91-100	116	94%
81-90	3	2%
71-80	2	2%
61-70	1	1%
Below 61	2	2%
Final Team Project Data		
One hundred and eighty-three student grades were collected from the BA 1101 Final Team project over the Fall 2016 and Spring 2017 terms. The table below shows the grading breakdown for those students on the Business Plan project.		
Student Score	Number of Students	% of Sample
91-100	109	66%
81-90	39	21%
71-80	14	8%
61-70	4	2%
Below 61	17	9%

Analysis and Interpretation of Assessment Findings:

Team Evaluation Rubric Analysis

96% of the students that completed the Team Evaluation rubric earned an 80% or better which is significantly higher than our goal of 80%

Final Team Project Analysis

87% of the students that completed the Final Team Project earned an 80% or better which is higher than the target of 80%.

Action Plan in Support of Student Learning:

Team Evaluation Rubric Action

The desired outcome of 80% was exceeded by a significant amount. This assessment measure is currently applied to different projects depending upon the faculty member. It is not part of the student's grade so faculty are not consistent how they complete the assessment, so the suggestion is to change from this assessment to a specific rubric that will be part of the student's grade for a common Team project given by all sections of BA 1131.

Final Team Project Action

The goal of 80% was reached, and slightly exceeded. Beginning in Fall of 2017 the final project will be changed and consequently the numbers may vary significantly from this year's numbers as a result of this new final project.

Please indicate with an X all of the following that characterize the types of changes described in the above action plan:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Pedagogical change | <input checked="" type="checkbox"/> Course revision | <input checked="" type="checkbox"/> Process revision | <input type="checkbox"/> Curricular revision |
| <input type="checkbox"/> Budgetary reallocation | <input type="checkbox"/> Faculty training/development | <input checked="" type="checkbox"/> Assessment criteria revision | <input type="checkbox"/> Assessment methodology revision |

Recommendations, Proposals, and/or Funding Requests:

None at this time.

PART 4: ASSESSMENT CYCLE PLAN UPDATE

Critical Thinking and Life Skills/Teamwork Development within Programs:

- a) Please describe how Critical Thinking assessment is embedded within your program assessment.
- b) Please describe how Life Skills/Teamwork assessment is embedded within your program assessment.

a) Critical Thinking skills are needed to create a Business Plan. These skills are assessed in this report on both documents.

b) Teamwork is a key component of the Business Professionalism course and is one of the skills where this is assessed. Team based projects are also used in many of the other courses in this certificate.

Cycle Years:	Plan Description:
2011-2016	This assessment plan measures the skills identified by the program as necessary for success of our students in the workplace. The measurement tools are an accurate reflection of a student's learning outcomes identified by the plan.

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
1. Recognize and demonstrate effective teamwork skills.	2012-2016	BA 1131	Team project
2. Research and use data to effectively evaluate and solve business problems.	2012-2016	BA 1101	Final Team Project
3. Utilize technology in appropriate business situations.	2012-2016	BA 1101	Final Team Project
4.			
5.			
6.			
7.			
8.			
9.			
10.			