

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

PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information			
2016-2017 Academic Year	Anna Wormald Contact Person	awormald@cnm.edu Email	X50209 Phone Number

Subject of this Assessment Report		
Office Technology – Medical Office Program: <u>Transcription</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	Non-Award, Non-Gen-Ed Discipline Area: _____

PART 2: THE YEAR IN RETROSPECT

Program/Area Highlights (Including, wherever applicable, course completion, job placement, and licensing examination information)
For the Office Technology medical concentration, 42 certificates and degrees were awarded. Successfully attained SLOs 1-2.

Changes Made in Support of Student Learning
No changes were made.

PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING

Student Learning Outcome(s) Assessed <small>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</small>	Classes/Cohorts Assessed
Produce medical reports, forms, and other medical documents utilizing transcription skills.	OTEC 2270
Keyboard at 45 wpm or higher with 5 or fewer errors.	OTEC 1103

Measurement Tool(s) Used <i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>	Enter X's for type of tool				Initial Achievement Target or Expectation
	Internal	External	Direct	Indirect	
Project: Transcription of a report, proofreading skills, and an objective test covering grammar, punctuation, medical terminology, medical specialties, medical diseases, medical conditions, and surgical procedures.	X		X		A grade of "C" or better.
Timed Writings: Average of three 5-minute timings.	X		X		A grade of "C" or better.

Assessment Findings
<ul style="list-style-type: none"> A total of 11 students completed OTEC 2270 during the fall 2016 and spring 2017 terms. A total of 9 students passed with a C or better. A total of 18 students completed OTEC 1103 during the fall 2016 and spring 2017 terms. A total of 14 students passed with a C or better.

Analysis and Interpretation of Assessment Findings
<ul style="list-style-type: none"> For OTEC 2270 the success rate was 82%. For OTEC 1103 the success rate was 78%.

Action Plan in Support of Student Learning
Continue tracking data from OTEC 2270 and OTEC 1103.

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

Recommendations, Proposals, and/or Funding Requests

PART 4: ASSESSMENT CYCLE PLAN UPDATE (Copy and paste from original plan if unchanged)

Cycle Years	Description of Changes Made (if applicable)
Fall 16-Spr 21 Fall 16-Spr 21	<ol style="list-style-type: none"> 1. Produce medical reports, forms, and other medical documents utilizing transcription skills. 2. Keyboard at 45 wpm or higher with 5 or fewer errors. (OTEC 1103, average of 3 timings)

Student Learning Outcomes	When Measured	Where Measured	How Measured
1. Produce medical reports, forms, and other medical documents utilizing transcription skills.	Fall 16-Spring 21	OTEC 2270	Project
2. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 16-Spring 21	OTEC 1103	Timed Writings