

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

PART 1: CONTACT & PROGRAM IDENTIFICATION

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

Subject of this Assessment Report		
Program: <u>Office Technology – Office Technology Concentration</u> <input type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input checked="" 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 concentration, 54 certificates and degrees were awarded. Successfully attained SLOs 1-4.

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
Communicate with clarity, conciseness, and purpose in written form.	OTEC 2260
Create and present an oral presentation.	OTEC 2260
Produce office application documents and integrate office application software skills.	OTEC 2201

Keyboard at 45 wpm or higher with 5 or fewer errors.	OTEC 1103
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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: Individual presentation on a current topic for administrative professionals.	X		X		A grade of "C" or better.
Project: Advanced word processing functions, including integration with Excel and PowerPoint	X		X		A grade of "C" or better.
Timed Writings: Average of three timings	X		X		A grade of "C" or better.

Assessment Findings
<ul style="list-style-type: none"> • A total of 22 students completed OTEC 2260 during Fall 2016 and Spring 2017 terms. A total of 19 students passed with a C or better. • A total of 27 students completed OTEC 2201 during Fall 2016 and Spring 2017 terms. A total of 21 students passed with a C or better. • A total of 18 students completed OTEC 1103 during 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 2260 presentation project, the success rate was 77%. • For OTEC 2260 written project, the success rate was 91%. • For OTEC 2201 the success rate was 78%. • For OTEC 1103 the success rate was 78%.

Action Plan in Support of Student Learning
Continue tracking data from OTEC2260, OTEC 2201, and OTEC1103.

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

- Pedagogical change
 Course revision
 Process revision
 Curricular revision
 Budgetary reallocation
 Faculty training/development
 Assessment criteria revision
 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 13-Spr 18	1. Communicate with clarity, conciseness, and purpose in written form. (OTEC 2260, project)
Fall 16-Spr 21	2. Create and present an oral presentation. (OTEC 2260, project)
Fall 16-Spr 21	3. Produce office application documents and integrate office application software skills. (OTEC 2201, project)
Fall 13-Spr 18	4. Keyboard at 45 wpm or higher with 5 or fewer errors. (OTEC 1103—average of three timings)

Student Learning Outcomes	When Measured	Where Measured	How Measured
1. Communicate with clarity, conciseness, and purpose in written form.	Fall 13- Spring 18	OTEC 2260	Project
2. Create and present an oral presentation.	Fall 16-Spring 21	OTEC 2260	Project
3. Produce office application documents and integrate office application software skills.	Fall 16-Spring 21	OTEC 2201	Project
4. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 13-Spring 18	OTEC 1103	Timed Writings