

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	Carol Rogers Contact Person	crogers25@cnm.edu Email	224-4000 x50073 Phone Number

Subject of this Assessment Report		
Program: Payroll <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)
The number of payroll certificates awarded decreased to 87 in the 2016-2017 academic year from 117 in the 2015-2016 academic year.

Changes Made in Support of Student Learning
Starting in the Fall 2013 semester, a common Final Exam was administered to all students enrolled in Acct 1120, Payroll Accounting in order to better compare results across the outcomes. In Fall 2015, a new Payroll Accounting textbook was implemented in all of the payroll courses.

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
1. Compute wages, deductions and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	Acct 1120, Payroll Accounting
2. Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	Acct 1120, Payroll Accounting

3. Analyze, journalize and post payroll transactions.	Acct 1120, Payroll Accounting
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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	
Outcome 1: Payroll Final Exam, problems 1 – 7	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 2: Payroll Final Exam, problems 8 & 9	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 3: Payroll Final Exam, problems 10 - 12	X		X		75% of students will receive a score of 75% or higher on these exam problems.

Assessment Findings
Outcome #1: Achievement Target Met. 95.83% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #2: Achievement Target Met. 83.33% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #3: Achievement Target Not Met. 72.92% of Acct 1120 students received a score of 75% or higher on these exam problems.

Analysis and Interpretation of Assessment Findings
Outcome #1: With this target being met, the Payroll Accounting team will continue to monitor these results to ensure that this assessment tool remains a viable measure of this outcome.
Outcome #2: With this target being met, the Payroll Accounting team will continue to monitor these results to ensure that this assessment tool remains a viable measure of this outcome.
Outcome #3: With this target not being met, the Payroll Accounting team will continue to be monitor that this assessment tool continues to be a viable measure of this outcome. The Payroll team recommends that additional effort be made by both instructors and students on these topics.

Action Plan in Support of Student Learning
After reviewing the Final Exam results from the prior year, the Payroll course team revised the common Final Exam to ensure that the exam problems accurately measure the learning outcomes for this course. There was an improvement overall in the achievement targets being met. The Payroll course team will continue to monitor these results to ensure that the Final Exam continues to be a viable measurement tool.

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
N/A

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

Cycle Years	Description of Changes Made (if applicable)
2016/2017 – 2020/2021	This plan is used to access the Payroll Certificate so to provide a consistent process for documenting and reporting outcome results and actions taken as a result of this assessment.

Student Learning Outcomes	When Measured	Where Measured	How Measured
1. Compute wages, deductions and employer taxes and prepare common payroll accounting documents such as payroll registers and employee earnings records.	2017-2018	Acct 1120	Common Final Exam
2. Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	2017-2018	Acct 1120	Common Final Exam
3. Analyze, journalize and post payroll transactions.	2017-2018	Acct 1120	Common Final Exam
4.			
5.			
6.			
7.			
8.			

9.			
10.			