

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

**PART 1: CONTACT & PROGRAM IDENTIFICATION**

Report Year and Contact Information:			
Fall 2013-Spring 2014	Anna Wormald	awormald@cnm.edu	224-4000 Ext. 50209
<b>Academic Year</b>	<b>Contact Person</b>	<b>Email</b>	<b>Phone Number</b>

Subject of this Assessment Report:		
<b>Program:</b> Office Technology – Office Technology Concentration  <input type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input checked="" type="checkbox"/> AAS	<b>Gen Ed Area:</b> _____  Applicable to: <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS	<b>Discipline Area:</b>  _____

**PART 2: EVIDENCE OF ACHIEVEMENT OF PROGRAM OUTCOMES**

Summary of Program Success in Achieving Desired Outcomes:
Of the 196 declared majors, 22 were awarded a degree, 4 transferred to a 4-year college, and 42% went to work in the field.

Description and Evaluation of Recent Changes Made in Support of Student Learning:
The College Curriculum Committee deemed that OTEC 1143 (Beginning Word Processing) was a duplicate course. Students are now required to take CIS 1120 (Microsoft Word). Therefore, OTEC 2200 (Advanced Word Processing), a continuation of OTEC 1143, was eliminated. OTEC 2201 (Document Production and Integration) was created to integrate concepts previously included in OTEC 1143 with concepts from OTEC 2200.

**PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING PROCESSES**

Learning Outcome(s)/Exit Competencies Assessed:	Classes/Cohorts Assessed:
<i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>	
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 1193

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>					
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 Results/Findings:
<p>A total of 14 students completed OTEC 2260 during the fall 2013 and spring 2014 terms. A total of 14 students passed with a C or better.</p> <p>A total of 26 students completed OTEC 2201 during the fall 2013 and spring 2014 terms. A total of 22 students passed with a C or better.</p> <p>A total of 10 students completed OTEC 1193 during the fall 2013 and spring 2014 terms. A total of 10 students passed with a C or better.</p>

Analysis and Interpretation of Assessment Results/Findings:
The success rate was 100% for OTEC 2260, OTEC 2201, and OTEC 1193.

Action Plan in Support of Student Learning:
Continue tracking data from OTEC 2260, OTEC 2201, and OTEC 1193.

Recommendations, Proposals, and/or Funding Requests:

**PART 4: EMBEDDED OUTCOMES**

**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) In order to complete projects in OTEC 2260, critical thinking is needed.

b) Teamwork is a component of OTEC2260.

**PART 5: ASSESSMENT CYCLE PLAN** (Copy and paste from original plan if unchanged)

<b>Cycle Years:</b>	<b>Plan Description:</b>
Fall 13–Spr 18	1. Communicate with clarity, conciseness, and purpose in written form. (OTEC 2260, project) 2. Create and present an oral presentation. (OTEC 2260, project) 3. Produce office application documents and integrate office application software skills. (OTEC 2201, project) 4. Keyboard at 45 wpm or higher with 5 or fewer errors. (OTEC 1193—average of three timings)
Fall 11–Spr 16	
Fall 11–Spr 16	
Fall 13–Spr 18	

<b>Student Learning Outcomes/Exit Competencies:</b>	<b>When Measured:</b>	<b>Where Measured:</b>	<b>How Measured:</b>
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 11-Spring 16	OTEC 2260	Project
3. Produce office application documents and integrate office application software skills.	Fall 11-Spring 16	OTEC 2201	Project
4. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 13-Spring 18	OTEC 1193	Timed Writings