

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

PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:			
2013-2014 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	Discipline Area: _____

PART 2: EVIDENCE OF ACHIEVEMENT OF PROGRAM OUTCOMES

Summary of Program Success in Achieving Desired Outcomes:
<p>The number of payroll certificates awarded increased from 57 in the 2012-2013 academic year to 164 in the 2013-2014 academic year. In looking at just the Acct 1120, Payroll Accounting face-to-face course, the retention rate has increased from 74.7% for the 2012-2013 academic year to 77.1% in the Fall 2013 semester. The course success rate of this course has increased from 84.5% for the 2012-2013 academic year to 88% in the Fall 2013 semester.</p>

Description and Evaluation of Recent Changes Made in Support of Student Learning:
<p>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.</p>

PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING PROCESSES

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

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 – 4, 6, 7	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 2: Payroll Final Exam, problems 5 and 8	X		X		75% of students will receive a score of 75% or higher on these exam problems.
Outcome 3: Payroll Final Exam, problems 9 – 11	X		X		75% of students will receive a score of 75% or higher on these exam problems.

Assessment Results/Findings:
Outcome #1: Achievement Target Met. 78.4% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #2: Achievement Target Not Met. 70.4% of Acct 1120 students received a score of 75% or higher on these exam problems.
Outcome #3: Achievement Target Not Met. 68.00% of Acct 1120 students received a score of 75% or higher on these exam problems.

Analysis and Interpretation of Assessment Results/Findings:
Outcome #1: With this target being met, the Payroll Accounting team will continue to be monitored to ensure that this assessment tool continues to be a viable measure of this outcome.
Outcome #2: With this target not being met, the Payroll Accounting team will review problems 5 and 8 to determine if these problems are appropriately written to assess the student's ability to utilize payroll information to prepare federal payroll tax reports and federal tax filings.
Outcome #: With this target not being met, the Payroll Accounting team will review problems 9 through 11 to determine if these problems are appropriately written to assess the student's ability to analyze, journalize and post payroll transactions.

Action Plan in Support of Student Learning:
Since the 2013/2014 academic year was the first year for the common final exam for the Acct 1120, Payroll Accounting course, the Payroll Accounting team

decided to collect another year of assessment data before making any major changes to the final exam.

Recommendations, Proposals, and/or Funding Requests:

N/A

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) One of the required elements in the Acct 1120, Payroll Accounting course is a Payroll Project. In this project, students are required to process either a one-month or three-month payroll including accurately completing/preparing payroll registers, employee earning records, general journal entries, general ledger and year-end payroll and tax forms. In this comprehensive project, students use the skills that they have gained in this course as well as critical thinking skills to complete this entire payroll cycle.

b) Life Skills/Teamwork assessment is done in a variety of ways including, but not limited to, group activities/assignments, having students bring in their own paystubs to confirm that their pay is being accurately calculated, and having students present current events articles having to do with payroll.

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

Cycle Years:	Plan Description:
2011/2012 – 2015/2016	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/Exit Competencies:	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.	2014-2016	Acct 1120	Common Final Exam
2. Utilize payroll information to prepare Federal payroll tax reports and Federal tax filings.	2014-2016	Acct 1120	Common Final Exam

3. Analyze, journalize and post payroll transactions.	2014-2016	Acct 1120	Common Final Exam
4.			
5.			
6.			
7.			
8.			
9.			
10.			