

Program: Accounting

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Accounting degree and certificate students will be prepared to be employed in an accounting-related field.	1. 75% of students will hold positions in the accounting field subsequent to graduation.	1. Bi-annual accounting graduate survey.	1. 75% (12 of 16) students responding to survey held full or part-time positions in an accounting or accounting-related field.	1.a. Outcome met. 1.b. Response rate was not as high as expected. Probably can get better reliability if more surveys returned.	1.a. No program changes required. 1.b. The next time the survey is conducted faculty will follow-up to get a better response rate.	Collect data subsequent to spring quarter graduation. Fall: Examine and analyze data. Develop overall plan for changes when needed.
2. Accounting degree students will confirm that the training they received in the Accounting Program was beneficial on the job.	2. 80% of students working in an accounting-related field will respond positively when asked if skills taught (training) in the program were beneficial to them on the job.	2. Bi-annual accounting graduate survey. Question lists required courses and asks respondents to identify level of importance.	2.a. 91.2% (166 of 182) responses indicate specific courses as being important or very important for employment in the accounting field. 2.b. 25% (4 of 16) respondents indicated ACCT 206 was not important.	2.a. Outcome met. 2.b. During Winter 2002 Faculty will follow-up with appropriate respondents to determine reasons for their negative response.	2.a. No changes required. 2.b. Pending follow-up data.	Spring: Review and revise initial changes. Place final changes in courses & programs into effect for subsequent academic year.

<p>3. Accounting transfer students will confirm that the accounting training received in the program was beneficial in successfully completing a four-year degree in Accounting.</p>	<p>3. 80% of students who respond as four-year accounting majors will state the accounting training received in the program met their learning needs at the four-year level.</p>	<p>3. Bi-annual accounting department survey.</p>	<p>3. Currently being developed. Identify students during Spring 2002 who will be surveyed later at 4-year institutions. Those students will be surveyed Spring 2003.</p>	<p>3. Pending results.</p>	<p>3. Pending results.</p>	
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Program: Automotive Technology

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Employment-ready students and graduates of the Auto program will demonstrate entry-level competency in 1-8 ASE (Automotive Service Excellence) national tests.	60% of the employment-ready students and graduates will complete the national ASE automotive tests at first attempt.	Faculty will personally contact students within 6 months of their leaving the program to determine ASE test results.	1999 test results showed 55% graduates passed ASE tests. 2000 test results showed 58% of graduates passed ASE tests.	More emphasis needed at beginning of automotive program in ASE testing requirements.	Implemented specific lesson on ASE testing in first course offering of Automotive program, AUTO111.	Twice yearly, December and July.
2. Employment ready students and graduates of the Automotive technology program will be able to demonstrate hands-on competency in the 8 ASE (Automotive Service Excellence) task lists.	80% of currently enrolled students will achieve 95% of Priority 1 tasks, 80% of Priority 2 tasks and 50% of Priority 3 tasks, all at a completion level of 3 or 4.	Currently enrolled Auto students will be required to complete a bar-coded, hands-on competency task list for each program course offering.	1995-1999 average completion rate for ASE task list approximately 72%.	Better tracking method needed to record student competency tasks.	New bar-coding system implemented with weekly student task feedback reports for 2000-2001 school year.	Quarterly, at end of each quarter.
3. Employers of Automotive Technology employment-ready students and graduates will be satisfied with their job performance.	80% of responding employers will report that they are satisfied or very satisfied with the job performance of automotive students.	Comprehensive employer follow-up survey required by NATEK (National Automotive Technician Education Foundation).	Last three years' surveys indicate percent satisfied or very satisfied with job performance: 2000 – 85% 1999 – 88% 1998 – 82 %	Intended student outcome met.	No changes required at this time.	Yearly, every October.
4. Employment-ready students and graduates of the Auto program will be prepared to obtain employment in the field of	80% of employment-ready students and graduates will be employed in the field within 6 months of leaving the college.	Automotive department survey which will query for employment information.	Pending completion of survey	Pending survey results	Pending survey results	Every January and December beginning June 2002.

automotive repair.						
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Program: Business Administration A.T.A.

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Students will demonstrate the ability to integrate knowledge over core curriculum of marketing, management and finance.	75% of business A.T.A. students will develop, implement and assess a complex strategic plan in a simulated environment.	Completion of BUS 289 with a B+ or better	76.5% (13 of 17) students achieved the benchmark in Spring 2000.	Meets Objective	Would like to raise percentage over time. Analyze student survey input and other data to identify ways of enhancing student preparation for BUS 289.	Annual Class is offered in winter and spring quarters. Will collect data for both classes and analyze the following fall.
2. Students who are working in their field of study will report that the business program has helped them achieved their personal educational objectives.	85% of graduates who self-identify as working in their field of study will respond "yes" when asked if their learning objectives were met.	Annual Alumni Survey	Survey sent out for the first time in Fall 2001. Results are coming in. Will finish collecting data at end of fall quarter 2001.	Pending Expect to complete in Winter 2002	Pending Expect to complete by Spring 2002	Annual Send survey to previous year's graduates in fall of each year. Analyze in winter quarter and implement changes after meeting with advisory committee.

Program: Computer Aided Drafting

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. A.T.A. degree and certificate of completion seeking students will demonstrate proficiency utilizing industry standard C.A.D. software applications.	80% of students will earn an overall GPA of 2.0 or better on advanced CAD classes.	Final grades from DRFT 221, CAD 242, and CAD 262	DRFT221=15/18 =83.3% CAD242=12/13 =92.3% CAD262=17/17 =100% Total=44/48 = 91.7%	Objective met. Faculty believe an exit exam would be a more appropriate tool for measuring this criteria in the future	Change measurement criteria and tool. Develop comprehensive exit exams to be administered in each of the 3 advanced CAD classes. Get advisory committee approval. Implement no later than Fall 2002.	Collect data at appropriate times throughout year: Exit tests from DRFT 221 during Fall 2001, CAD 242 during Fall 2002, and CAD 262 during Spring 2002.
2. Graduates and employment-ready students of the C.A.D. program will be prepared to obtain employment in the field of Computer Aided Drafting	50% of graduated and employment-ready students will indicate on an employment survey that they have obtained employment within 6 months of leaving the program.	Informal employment survey collected by instructors upon notification of student employment.	During the 2000-2001 school year, 22 students out of approximately 60 (about 35%) reported they were employed in the field.	Survey method is ineffective as it only tracks students who contact instructors voluntarily. Need more formalized method of tracking students and obtaining employment data.	a. Develop new employment survey with advisory committee approval. Implement by Winter 2002. b. Start digital photo directory of students in order to make contact after student leaves college. Implement in Fall 2001	Student Employment Survey passed out in advanced classes and collected throughout year as students obtain employment. Employer survey data collected throughout year. Data analyzed during the Fall of the following school

3. Employers of graduates and employment-ready students will be satisfied with their job performance.	80% of surveyed employers will respond that S.P.S.C.C. students were well prepared with the technical skills necessary to succeed in the work place.	Newly developed employer information survey to be sent to employers 3 months after hiring students.	Will begin to collect data Fall 2002.	Pending data collection.	Pending data analysis.	year. Action plan developed Winter and Spring to be initiated the following school year.
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Program: Computer Programming ATA

Intended Student Outcome	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Comprehensive skills in planning, creating, and debugging programs	75% of CP ATA students will average 80% or better in 200 level programming language courses	Student grades for most recent school year in courses: CIS 204, CIS 264, CIS 266, CIS 282, CIS 284	CIS 204=6/7=85.7% CIS 264=6/11=54.5% CIS 266=15/18=83.3% CIS 282=7/13=53.8% CIS 284=9/19=47% overall = 43/68 = 63%	Lack of structure and cohesiveness between programming language courses. Need to ensure solid foundation of programming concepts common to all languages.	Revamp program to better identify prerequisite classes and to make sure students progress through classes in appropriate order. New program guidelines will be in effect by Fall 2002	Yearly
2. Demonstrated ability to apply database and programming concepts in different situations	90% of CP majors will earn a C or better in courses drawing upon multiple disciplines	Student grades in CIS-266 and CIS-282	CIS 266=18/18=100% CIS 282=12/13=92.3% overall = 30/31 =96.7%	Outcome met. Offer good combination of programming and database courses.	Consider raising standard to B or better.	Yearly
3. Graduates will be prepared to be employed in the information technology sector	70% of CP graduates will be employed within 1 year of graduation	DLOA database	Waiting for data from office of Institutional Research.	Pending data	Pending data	Yearly

or in information technology-related positions						
4. Computer programming students will learn current practices and techniques.	80% of students who self-identify as working in their field of study will respond yes when asked if their learning objectives were satisfied.	Annual CIS survey	78% (15 of 19) of students responded that their learning objectives were satisfied	Small sample; lowest responses in classroom times and enrollment opportunities. Advanced courses offered infrequently, often not at night.	Need to make sure courses are as broadly available as possible.	Yearly

Program: Database Management A.T.A.

Intended Student Outcome	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Comprehensive skills in planning and implementing desktop database systems	75% of database majors will average 80% or better in 200 level database courses	Student grades for most recent school year in courses: CIS 245, CIS 248, CIS 266, CIS 282, CIS 285	CIS 245=1/2=50% CIS 248=3/5=60% CIS 266=2/3=66.7% CIS 282=4/4=100% CIS 285=3/4=75% overall 13/18=72%	Need to ensure that students' foundation skills (database design and queries) are emphasized.	Review program to determine if an increased emphasis in database concepts is appropriate. Evaluate completeness of current program offering.	Yearly
2. Demonstrated ability to apply database and programming concepts in different situations	90% of database majors will earn a C or better in courses drawing upon multiple disciplines	Student grades in CIS 266 and CIS 282.	CIS 266=2/3=66.7% CIS 282=4/4=100% overall 6/7=85.7%	Limited sample; insufficient to draw conclusions.	Consider if this is an appropriate measure	Yearly
3. Database management graduates will be prepared to be employed in the information technology sector	70% of database management ATA graduates will be employed within 1 year of graduation	DLOA database	Waiting for data from office of Institutional Research.	Pending data	Pending data	Yearly

or in information technology-related positions.						
4. Database management students will learn current practices and techniques	70% of students who self-identify as working in their field of study will respond yes when asked if their learning objectives were satisfied.	Annual CIS survey	38% (3 of 8) students responded that their learning objectives were satisfied	Rating of quality is high but limited access to needed courses	Need to examine scheduling of required courses and number of times offered per year.	Yearly

Program: Network Administration A.T.A.

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Students will find skills obtained during their studies in the Network Administration Program are useful in performing their job.	90% of students who are working in network administration or technical support will indicate their learning objectives were satisfied.	Annual CIS department survey	71.2% of students surveyed in Spring 2000 indicated their learning objectives were met.	There were many comments in the survey about the lack of hands-on training.	The program has been relocated into its own lab and classes are now a mixture of lecture and hands-on lab.	Survey is administered toward end of spring quarter. Data is compiled during summer and fall. Analysis will occur in fall and spring.

<p>2. Network Administration students will demonstrate their skills designing and implementing a client server network.</p>	<p>85% of network students will earn a grade of 80% or better on a comprehensive project.</p>	<p>Comprehensive networking project assigned as part of advanced courses, CIS 270 and CIS 281.</p>	<p>91.7% (11/12) of students earned a grade of 80% or better during the 2000-2001 school year.</p>	<p>Outcome met successfully.</p>	<p>Continue to use criteria. Develop capstone course by 2003 in which project will be incorporated.</p>	<p>Collect data during whichever quarter appropriate class is offered. Analyze one year's data at end of academic year.</p>
<p>3. Net work Administration students will be prepared to be employed as network support or technical support professionals.</p>	<p>80% of graduates' employers will respond positively that SPSCC networking students are well prepared to perform their job.</p>	<p>Employer Survey</p>	<p>Pending. Distributed Fall 2001. Will collect data until end of winter quarter.</p>	<p>Pending. Will analyze data in Spring</p>	<p>Fall: Continue to gather data. Winter: Improve contacts with employers.</p>	<p>Collect data from previous year's graduates in fall and winter. Analyze results and implement action during spring.</p>

Program: Information Systems Technology A.T.A.

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. IST students will demonstrate knowledge and proficiency in computer applications and languages.	80% of declared majors will score 80 % or better on comprehensive computer application test.	Comprehensive test administered in CIS 259 capstone course	89% (8 of 9) earned grades of 80% or higher during 2000-2001.	Outcome met. No changes required in computer application skills development	For next cycle change criteria and tool to look at proficiency in computer languages.	Collect data continuously throughout school year. Analyze data every other year in order to have sufficient data.
2. IST students will demonstrate knowledge and proficiency in setting up, using, and maintaining a computer operating system	80% of declared majors will earn an overall GPA of 2.0 in advanced operating systems classes.	Final grades from CIS 223, CIS 220, and CIS 222.	29.4% (5 of 17) earned grades of 2.0 or higher during 2000-2001.	Students may not have appropriate prerequisite skills. Courses taught may be directed at different audience.	Concentrate on advising to ensure all course prerequisites are followed. Continue with same criteria but use additional measurement tool for next cycle.	<u>Fall:</u> Compile and analyze results. Determine action plan. <u>Winter:</u> Initiate course changes for following quarter. <u>Spring:</u> Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.
3. IST students will gain computer-related work experience.	80% of declared majors will complete a cooperative work experience internship with a grade of B or better.	Final grades from students enrolled in CIS 190 or 290.	90 % (9 of 10) earned a B or better in coop during 2000-2001.	Outcome met	No changes needed. Continue to monitor the success of this outcome.	

Program: Office Administration A.T.A.

Intended Student Outcome	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Office Administration students will demonstrate proficiency and efficiency in using computer application software in keeping with industry standards.	1.a. 75% of OFAD students will score 80% or better on comprehensive computer application test.	1.a. Comprehensive test administered in CIS 259 capstone course	1.a. 12 out of 31 students (39%) scored 80% or better during 2000-2001 school year.	1.a. Low scores due to lack of math skills, lack of critical thinking skills, insufficient knowledge of Excel and Access	1.a. <u>Course changes:</u> Incorporate more critical thinking & practical exercises into CIS 141 course. CIS 108 use full 3 weeks for Access module stressing basics and practical application. <u>Program changes:</u> make math requirement a prerequisite to CIS 259	Collect data continuously throughout school year. Analyze two years of data every other year. <u>Fall:</u> Compile and analyze results. Determine action plan. <u>Winter:</u> Initiate course changes for following quarter. <u>Spring:</u> Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.
	1.b. 75% of students OFAD students will average 50 net wpm or better on 5-minute timings.	1.b. 5-minute straight copy timed writings administered in CIS 250	1.b. 18 out of 38 students (47%) produced 5-minute timings with net 50 wpm or better during 2000-2001 school year.	1.b. Low scores due to lack of directed skill building practice over time	1.b. <u>Course changes:</u> Incorporate more individualized corrective practice into CIS 150 & 250. <u>Program changes:</u> Require additional keyboarding classes for students completing CIS 150 with less than 35 net wpm	
2. Office Administration Students will report that what they learned in their program is useful in relation to their job performance.	2. 90% of students who self-identify as working in their field of study will respond <i>yes</i> when asked if their learning objectives were satisfied.	2. Annual CIS department survey	2. Of 13 students working full or part time in an office related job, 12 (92.3%) indicated their learning objectives were met.	2. Outcome met	3. No program changes needed. Continue to monitor student success using this criterion.	

<p>3. Office Administration Students will be prepared to be employed in an office related occupation.</p>	<p>3. 80% of job-ready students will be employed in an office related occupation within 1 year.</p>	<p>3. DLOA database-shows salary and employment by category for SPSCC students</p>	<p>3. Waiting for data from most recent DLOA—due end of fall quarter.</p>	<p>3. Pending data.</p>	<p>3. Pending data.</p>	
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Program: Clerk Receptionist Certificate

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Students will demonstrate their knowledge of the role and function of the clerk/receptionist in the office.	1. 80% of students will earn a C or better on a comprehensive office procedures portfolio.	1. Job manual project assigned and graded in capstone course for program, CIS 175, Administrative Services	1. 80.6% (25/31) of students earned a C or better on portfolios during 2000-2001 school year.	1. Outcome met	1. No program changes required. Continue to monitor student success using this criterion.	Collect data continuously throughout school year. Analyze data every second year. <u>Fall:</u> Compile and analyze results. Determine action plan.
2. Students will demonstrate human relations and communications skills appropriate for an office.	2. 90% of clerk receptionist students will earn a passing grade on appropriate communications exercises.	2. Interpersonal relations and communications exercises completed in CIS 105.	2. Unable to collect consistent data due to wide variety of teaching methods used by several part-time faculty teaching the course.	2. Each instructor has a different interpretation of what material to cover as indicated in the course outline. Divergent faculty philosophies lead to inconsistent student learning.	2. Ask for new position to bring on full-time faculty who can take leadership role in the program-specific human relations and communications courses.	<u>Winter:</u> Initiate course changes for following quarter. <u>Spring:</u> Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.
3. Students will demonstrate accurate and efficient keyboarding skills in keeping with industry standards.	3. 80% of clerk receptionist students will average 30 net wpm or better on 5-minute timed writings.	3. 5-minute straight copy timed writings administered in CIS 150.	3. 96% (51 of 53) students averaged 30 wpm or better during 2000-2001 school year.	3. Objective met.	3. No program changes required. Continue to monitor student success using this criterion.	

Program: Office Assistant Certificate

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Office Assistant students will be prepared to take the state clerical employment test.	1.a. 80% of students will pass a comprehensive proofreading test with 80% accuracy. 1.b. 80% of students will pass a comprehensive grammar theory test with 80% accuracy.	1.a. Proofreading employment simulation administered in CIS 106. 1.b. Comprehensive grammar test administered as part of final exam in CIS 256.	1.a. 78% (63 of 81) of students earned a grade of 80% or better during 2000-2001 school year. 1.b. 46.8% (15 of 32) scored 80% or high during 2000-2001 school year.	1. Both sets of results show need for additional focus on grammar and language arts.	1. <u>Course changes:</u> Embed language arts into CIS 150 and 250. Add additional course between CIS 106 and 256 focusing on proofreading and grammar application. <u>Program changes:</u> revise progression of course offerings so students have courses that include language arts each quarter.	Collect data continuously throughout school year. Analyze two years of data every other year. <u>Fall:</u> Compile and analyze results. Determine action plan. <u>Winter:</u> Initiate course changes for following quarter. <u>Spring:</u> Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.
2. Office Assistant students will demonstrate efficiency and proficiency in document production.	2. 80% of students will average 40 net wpm or better on straight copy 5-minute timings.	2. 5-minute straight copy timed writings administered in CIS 250	2. 89% (34 of 38) averaged 40 wpm or better on timings during 2000-2001 school year.	2. Outcome met.	2. Even though outcome has been met, course changes for other programs will provide students with more drilling and productivity practice.	

Program: Word Processing Specialist Certificate

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. WP Specialist students will be prepared to take the state clerical employment test	1.a. 80% of declared majors will pass a comprehensive proofreading test with 80% accuracy.	1.a. Proofreading employment simulation administered in CIS 106.	1.a. 100% (3 of 3) of students scored 80% or better on proofreading test during 2000-2001 school year.	1.a. Outcome met, however, small number of students could skew data.	1.a. Get larger sample by collecting data for two years.	Collect data continuously throughout school year. Analyze data every second year in order to have sufficient data. <u>Fall</u> : Compile and analyze results. Determine action plan.
	1.b. 80% of declared majors will pass a comprehensive grammar theory test with 80% accuracy.	1.b. Comprehensive grammar test administered as part of final exam in CIS 256.	1.b. 50% (2 of 4) of students scored 80% or better during 2000-2001 school year.	1.b. Students need additional more drilling on grammar rules and application.	1.b. Integrate language arts exercises into CIS 150 & 250. Add dedicated course in advanced business English application.	
2. WP Specialist students will demonstrate efficiency and proficiency in document production.	2.a. 80% of declared majors will average 20 production words per minute or better on document formatting tests.	2.a. 30-minute production tests administered in CIS 250.	2.a. 62% (5 of 8) of students averaged a score of 20 wpm or better on formatting tests during 2000-2001 school year.	2.a. Overall straight-copy typing speed is too low to translate into reasonable production speeds. Also could be result of inefficient word processing techniques.	2.a. After building straight copy speed, work specifically on timed production drills in CIS 150 & 250.	<u>Winter</u> : Initiate course changes for following quarter. <u>Spring</u> : Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.
	2.b. 80% of declared majors will average 50 net wpm or better on straight copy 5-minute timings.	2.b. 5-minute straight copy timed writings administered in CIS 250	2.b. 62% (5 of 8) of students averaged 50 wpm or better on timings during 2000-2001 school year	2.b. Low scores due to lack of directed skill building practice over tie.	2.b. Incorporate more individualized corrective practice into formatting classes. Require additional keyboarding classes for students completing CIS 150 with less than 35 net wpm.	

Program: Medical Secretary A.T.A.

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Medical Secretary students will demonstrate proficiency and efficiency in using computer application software according to industry standards.	80% of students will average 50 net wpm or better on 5-minute timings.	5-minute straight copy timed writings administered in CIS 250	No medical secretary students were enrolled in CIS 250 during 2000-2001.	Enrollment in program was very small during 2000-2001 school year.	Need to collect data for at least two years in order to gather a reasonable amount of data.	Collect data continuously throughout school year. Analyze data every second year in order to collect sufficient data. <u>Fall</u> : Compile and analyze results.
2. Medical Secretary students will demonstrate knowledge of medical terminology, medical documents and medical office procedures	80% of students will earn an overall GPA of B or better in all medical core courses.	Average of final grades in core medical classes: MED 103, 112, and 137	MED103=6/7=85.7 MED112=4/8=50 MED137=2/3=66.7 Overall=12/18=67%	Students need more medical class requisites in order to be more successful. Research shows that more computer skills rather than more medical classes are required by employers	Build a certificate program with emphasis on computer skills and de-emphasize medical	Determine action plan. <u>Winter</u> : Initiate course changes for following quarter. <u>Spring</u> : Initiate program changes

<p>3. Medical Secretary students will be prepared to work in a medical office.</p>	<p>80% of graduates will complete a cooperative work experience internship with a grade of B or better.</p>	<p>Final grades from medical secretary students enrolled in MED 146 and COOP 190</p>	<p>No graduates during 2000-2001.</p>	<p>Enrollment in program was very small during 2000-2001 school year.</p>	<p>Need to collect data for at least two years in order to gather a reasonable amount of data.</p>	<p>for next academic year. Review and revise objectives for next assessment cycle.</p>
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Program: Medical Transcriptionist Certificate

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Medical Transcriptionist students will demonstrate proficiency and efficiency in transcribing medical documents.	1.a. 80% of declared majors will average 60 net wpm or better on straight copy 5-minute timings.	1.a. 5-minute straight copy timed writings administered in CIS 250	1.a. 33% (1 out of 3) of Med Tran students averaged 60 wpm or better during 2000-2001 school year.	1.a. Students need sufficient time to build speed to a level required by the industry.	1.a. Add program prerequisite—entering students must type 40 wpm or take sufficient keyboarding before beginning program.	Collect data continuously throughout school year. Analyze data every second year in order to collect sufficient data. <u>Fall</u> : Compile and analyze results. Determine action plan.
	1.b. 80% of declared majors will average 25 production words per minute or better on medical document production tests.	1.b. 30-minute production tests administered in CIS 254.	1.b. Unable to obtain data. Instructor for course did not follow course outline in regard to administering production tests.	1.b. Lack of communication with part-time faculty.	1.b. Assign a full-time faculty to monitor the courses in this program more carefully to insure compliance. Collect data on this for the next cycle.	
2. Medical Transcriptionist students will demonstrate knowledge of English grammar usage.	2. 80% of declared majors will pass a comprehensive proofreading test with 80% accuracy.	2. Proofreading employment simulation administered in CIS 106.	2. 100% (1 of 1) of students scored 80% or better on test during 2000-2001 school year.	2. Unable to make accurate analysis due to low numbers students of enrolled in program.	3. Collect data over 2 school years before analyzing.	<u>Winter</u> : Initiate course changes for following quarter. <u>Spring</u> : Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.

Program: Legal Secretary A.T.A.

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Legal Secretary students will demonstrate proficiency and efficiency in using computer application software according to industry standards	1. 80% of students will average 60 net wpm or better on 5-minute timings.	1. 5-minute straight copy timed writing administered in CIS 250.	1. 33% (1 of 3) students averaged 60 wpm or better during 2000-2001 school year.	1. Low scores due to lack of directed skill building over time.	1. <u>Course changes:</u> Incorporate more individualized corrective practice into CIS 150 & 250. Implement Winter 2002 <u>Program changes:</u> Require additional keyboarding classes for students completing CIS 150 with less than 35 net wpm. Implement Summer 2002	Collect data continuously throughout school year. Analyze data every second year in order to collect sufficient data. <u>Fall:</u> Compile and analyze results.
2. Legal Secretary students will demonstrate knowledge of legal terminology, legal document, and legal procedures	2. 80% of students will earn an overall GPA of B or better in all legal core classes.	2. Average of final grades in core legal classes: LGL101, 110, 111, 113, 114.	2. 83% (5 of 6) students earned an overall GPA of B or better in legal core classes during 2000-2001 school year.	2. Outcome met	2. and 3. No program changes required. However, low numbers may skew results. Collect data for two academic years at a time and analyze the following year.	Determine action plan. <u>Winter:</u> Initiate course changes for following quarter.
3. Legal Secretary students will be prepared to work in a legal office.	3. 80% of students will complete a cooperative work experience internship with a grade of B or better.	3. Final grades from students enrolled in LGL 190 or 290.	3. 100% (3 of 3) completed a cooperative work experience with a B or better	3. Outcome met		<u>Spring:</u> Initiate program changes for next academic year. Review and revise objectives for next assessment cycle.

Program: Paralegal A.T.A.

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Paralegal students employers will be satisfied with training students received.	1. Employers are given a list of courses and asked what additional courses should be offered	1. Legal/Paralegal Employer survey.	1.a. 84 % of employers indicated legal writing is very important and should be added to curriculum for paralegal students. 1. b 85 % of employers indicated grammar is very important for paralegal students	1.a. Need to integrate writing across the curriculum. 1.b. The only writing class was WRIT 101. Students need more.	1.a. Incorporate more writing into legal classes. 1.b. Add CIS 106 Business English to course requirements.	Alumni survey completed in 1998. Employer survey completed in 2000.
2. Paralegal students will be prepared to work in a legal office.	2. Legal advisory committee recommends skill sets needed for students to be properly prepared to work in a legal office.	2. Advisory committee input.	2. Advisory committee recommends students need more emphasis on computers and legal forms	2. Need to revamp core curriculum to include recommendations	2.a. Add more another computer class, CIS 108 to requirements. 2.b. Develop a legal forms class.	Advisory committee meets three times a year

Program: Welding

Intended Student Outcomes	Measurable Criteria	Measurement Tool	Results	Analysis	Action	Time Frame for Assessment Cycle
1. Students will hold a WABO certification for a welding process that matches their employment goal i.e. Structural steel	90% of completers will have passes WABO tests for at least one welding process.	WABO test certification administered at end of each quarter.	Over a 3-year period, 84 students have been certified with only 3 students failing.	Certification training is successful. Many students are certified in more than one welding process.	Need to encourage more students to certify. And complete the course.	Information is gathered and tabulated. Every quarter
2. Employment-ready welding students will be prepared to be employed in a welding-related field.	70% of employment-ready students will be employed in the field within 6 months of leaving the college	Survey instruments sent to leavers after one year of departing.	Welding dept. Survey sent out	Pending completion of information gathered	Pending completion of information gathered	Every summer quarter beginning 2001
3. Students will be able to a. Read and interprets blueprints. b. Create blueprints and fabricate structures based up on the blueprint	3a. 75% of the answers is correct. 3b.75% of the elements required on a blueprint match AWS standards and the fabricated structure corresponds to the blueprint.	3a.Comprehensive Written test utilizing a full-scaled blueprint. 3b. A developed blueprint with specifications matching AWS Standards from which to build a structure.	Pending Data collection winter quarter	Pending Will analyze data winter quarter	Pending Will take action after data analyzed	Will collect data winter quarter 2002.

