COURSE ASSESSMENT REPORT

I. Background Information

1. Course assessed:

    Course Discipline Code and Number: **BMG291**
    Course Title: **Project Management**
    Division/Department Codes: **BCT Division, Business (BUSD) Dept. 13200**

2. Semester assessment was conducted (check one):
    - ☐ Fall 20__
    - ☒ **Winter 2011**
    - ☐ Spring/Summer 20__

3. Assessment tool(s) used: check all that apply.
    - ☐ Portfolio
    - ☐ Standardized test
    - ☐ Other external certification/licensure exam (specify):
    - ☐ Survey
    - ☐ Prompt
    - ☒ Departmental exam (developed using industry standard PMP questions for professional certification)
    - ☐ Capstone experience (specify):
    - ☐ Other (specify):

4. Have these tools been used before?
    - ☐ Yes
    - ☒ No

    If yes, have the tools been altered since its last administration? If so, briefly describe changes made.

    This is the first time the tool has been used.

5. Indicate the number of students assessed and the total number of students enrolled in the course.

    The entire class was given the assessment from the single section that ran.

6. If all students were not assessed, describe how students were selected for the assessment. *(Include your sampling method and rationale.)*

    N/A

II. Results

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.

    No assessment has been run on this course. This tool is new and based on new syllabus implemented Winter 2006.

2. List each outcome that was assessed for this report exactly as it is stated on the course master syllabus. *(You can copy and paste these from CurricUNET's WR report.)*
    a. **Students will be able to approach and manage projects using the Project Management Methodology.**
    b. Students will be able to put into practice the functions of management in managing projects. *This outcome was not assessed as work needs to be completed on the departmental exam.*

3. For each outcome that was assessed, indicate the standard of success exactly as it is stated on the course master syllabus. *(You can copy and paste these from CurricUNET's WR report.)*
    a. **The master syllabus outlines the standard of success: "success is defined by a percentage of 75% or above.**

4. Briefly describe assessment results based on data collected during the course assessment. Indicate the extent to which students are achieving each of the learning outcomes listed above and state whether the standard of

success was met for each outcome. *In a separate document, include a summary of the data collected and any rubrics or scoring guides used for the assessment.*

The data is in a grid format showing the student percentage for each student and an item analysis. Questions 1-10 align with Objectives #1 and #2 (Project Management Framework and Methodology/Project Manager and the Project Team). Questions 11-29 align with Objective #3 (Project Planning) while Objective #4 (Project Control) align with questions 30-40.

The performance on the assessment was extremely poor. The questions were reviewed by two instructors for wording and understanding (mock-up attached). The analysis also marked-up questions for updates and inclusion in a new tool. While the questions came from a pool of questions that are used for PMP certification, students lacking work experience may have found the wordiness and context confusing. The tool needs to be updated.

5. Describe the areas of strength and weakness in students' achievement of the learning outcomes shown in the assessment results. *(This should be an interpretation of the assessment results described above and a thoughtful analysis of student performance.)*

   <u>Strengths:</u> None.

   <u>Weaknesses:</u> **Student results were very low. Only one student was successful with a (78% score).**

III. Changes influenced by assessment results

1. If weaknesses were found (see above) or students did not meet expectations, describe the action that will be taken to address these weaknesses. *(If students met all expectations, describe your plan for continuous improvement.)*

   The assessment tool needs to be updated. The assessment will be updated and embedded into the course for future analysis/adjustments to better align with course objectives.
   The master syllabus will be updated with more common language to outline key terms and definitions. A key terms list will be developed and shared with instructors as well as included in course materials (BlackBoard).

2. Identify intended changes that will be instituted based on results of this assessment activity (check all that apply). Please describe changes and give rationale for change.
   a. ☐ Outcomes/Assessments on the Master Syllabus
      Change/rationale:

   b. ☒ Objectives/Evaluation on the Master Syllabus
      Change/rationale: Update objectives with key terms in common language.

   c. ☐ Course pre-requisites on the Master Syllabus
      Change/rationale:

   d. ☐ 1st Day Handouts
      Change/rationale:

   e. ☒ Course assignments
      Change/rationale: Key Terms.

   f. ☒ Course materials (check all that apply)
      ☐ Textbook
      ☒ Handouts: Key Terms.
      ☐ Other:

g. ☒ Instructional methods
Change/rationale: Make sure there is a clear focus on course terms/language.

h. ☐ Individual lessons & activities
Change/rationale:

3. What is the timeline for implementing these actions? **Winter 2012 and Fall 2012**

IV. Future plans
1. Describe the extent to which the assessment tools used were effective in measuring student achievement of learning outcomes for this course.

2. If the assessment tools were not effective, describe the changes that will be made for future assessments.

The tool will be updated.

3. Which outcomes from the master syllabus have been addressed in this report?
All _____ Selected _**X**_
If "All", provide the report date for the next full review: _____.

If "Selected", provide the report date for remaining outcomes: ___*Changes to tool and additional assessment will be run in Winter 2012.*

Submitted by:

Print: Kimberly Hucks _____ Signature _____ Date: 12/11/11
Faculty/Preparer

Print: Colette M. Young Signature _____ Date: 12/11/11
Department Chair

Print: Rosemary Wilson Signature _____ Date: 12/13/11
Dean/Administrator