

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed:

Title: Administrative Assistant II
 Division: BCT Department: BOS Program Code: CVAAST

Type of Award: A.A. A.S A.A.S.
 Cert. Adv. Cert. Post-Assoc. Cert. Cert. of Completion

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Describe population to be assessed	Number of students to be assessed
Perform office administrative skills, apply grammar and punctuation rules.	BOS 250 <i>portfolio</i>	Fall 2015	All students enrolled in BOS 250 in the CVAAST program during the semester assessment is completed	All students enrolled in the CVAAST program
Create and format expert-level documents and files using various office applications.	BOS 208 publication; BOS 182 Final Database	Fall 2015	All students enrolled in BOS 208 and/or BOS 182 in the CVAAST program during the semester assessment is completed	All students enrolled in the CVAAST program

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Departmental Rubric

2. Indicate the standard of success to be used for this assessment.

75% of the students will receive 75% or higher.

3. Indicate who will score and analyze the data (data must be blind-scored).

Department Faculty

4. Explain the process for using assessment data to improve the program.

FACULTY WILL MAKE APPROPRIATE ADJUSTMENTS TO TEACHING TOOLS, COURSES AND SEQUENCING IN THE PROGRAM AS dictated by assessment outcomes.

Submitted by:

Name: Amy Loskowski Date: 3/12/15
 Print/Signature *Amy Loskowski*
 Dept. Chair: Joyce Jenkins Date: 3/9/15
 Print/Signature *Joyce Jenkins*
 Dean: Kimberly Hurns Date: 3/6/15
 Print/Signature *Kimberly Hurns*

Please return completed form to the Office of Curriculum & Assessment, SC 257.

logged 3/16/15 sjv

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed: ADMINISTRATIVE ASSISTANT II

Title: Administrative Assistant II

Division: BCT

Department: BOS

Code: CVAAST

Type of Award:

A.A.
 Cert.

A.S.
 Adv. Cert.

A.A.S.
 Post-Assoc. Cert.

Cert. of Completion

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Describe population to be assessed	Number of students to be assessed
Perform office administrative skills, apply grammar and punctuation rules.	Departmental exam	Winter 2010 and every three years thereafter.	All students enrolled in the CVAAST program.	All students completing the CVAAST program.
Create and format expert-level documents or files using word processing, spreadsheet, database, presentation, scheduling, and desktop publishing software.	Portfolio	Winter 2010 and every three years thereafter.	All students enrolled in the CVAAST program.	All students completing the CVAAST program.

Scoring and analysis of assessment:

- Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.
Portfolios will be collected and a departmental exam will be given in BE 250 to students completing the CVAAST program. Content of the portfolios will include artifacts that indicate performance in creating and formatting expert-level documents/files using word processing, spreadsheet, database, presentation, scheduling, and desktop publishing software and retrieving Internet data. The departmental exam and the portfolio will scored for achievement of each outcome on the attached rubric.
- Indicate the standard of success to be used for this assessment.
Eighty percent of the students enrolled in the CVAAST program must achieve a proficiency level of 3 (no less than 70%) on each outcome assessed.
- Indicate who will score and analyze the data (data must be blind-scored).
Data will be blind-scored by BOS faculty including persons other than the person who teaches the course.
- Explain the process for using assessment data to improve the program.
Review the data collected for students who fall below the 70% achievement rate and plan course improvements accordingly.

Submitted by:

Name: Lynn M. Allison Date: September 18, 2008
Print/Signature Lynn M. Allison

Dept. Chair: Lynn M. Allison Date: September 18, 2008
Print/Signature Lynn M. Allison

Dean: Rosemary Wilson Date: 9/29/08
Print/Signature Rosemary Wilson

logged 10/1/08
 Office of Curriculum & Assessment
 Approved by the Assessment Committee 10/10/06