

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed:

Title: **Management Supervision**

Division: BCT

Department: Business

Code: **APMGTM**

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
Students will be able to recognize and apply tools and skills required for management in common organizational settings.	Multiple Choice Questions	Fall 2010 and every three years afterward	Students who are in the final course of the certificate program	Students completing "completers" certificate during that semester. TBD
Students will be able to apply management skills, tools, and functions of management in common organizational situations.	Multiple Choice Questions	Fall 2010 and every three years afterward	Students who are in the final course of the certificate program	Students completing "completers" certificate during that semester. TBD
Students will be able to recognize and apply basic management skills, tools, and functions of management to organizational situations in their field of study/occupation.	Department Essay questions	Fall 2010 and every three years afterward	Students who are in the Management Supervision Assoc. Degree program	Students who are in their final semester of the Assoc. Degree 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.

For outcomes 1 and 2:

- Ten multiple choice questions will be dispersed to instructors' teaching courses in the Management Supervision Advanced Certificate program
- Instructors will be asked to integrate the questions into exams midway through the term
- Instructors will submit a copy of the exams/answers for each student listed as "completing" students
- Answers for "completing" students will be collected and tabulated as correct/incorrect

For outcome 3, departmentally developed essay questions will be given to students who have completed both the occupational/technical certificate and the Management Supervision Advanced Certificate. Once identified, these students will be asked to complete essay questions on blackboard and submit to the Business department for grading. The essays will be corrected according to the rubric attached.

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

For outcomes 1 and 2: the average score of all students is 80% of multiple choice as indicator for success
For outcome 3: 80% of those who score "2 met requirements" or above on essay rubric

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

For outcome 1 and 2: Instructors will submit assessments from their course with a checklist of students who completed the exam. The names on the assessments will be omitted, and the checklist will be separate. The lead instructor will tabulate the final outcomes of the assessment from the instructor submissions.



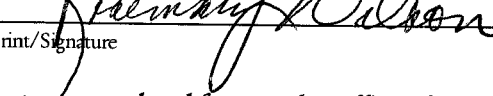
For outcome 3: The Program lead instructor will meet with department faculty to grade essay answers and analyze results.

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

The analyses of the multiple choice question results and essay question results will be compared to program outcomes, master syllabi, and teaching strategies and a department discussion will take place as to future directions to address gaps between the two or enhancements.

The test will indicate how well the students are able to apply previously learned information to concrete situations in their occupation.

Submitted by:

Name:		Date:	9/29/08
Print/Signature			
Dept. Chair:		Date:	9/29/08
Print/Signature			
Dean:		Date:	9/29/08
Print/Signature			

Please return completed form to the Office of Curriculum & Assessment, SC 247.

logged 9/30/08 ✓
Office of Curriculum & Assessment
Approved by the Assessment Committee 10/10/06