

COURSE ASSESSMENT REPORT

I. Background Information

1. Course assessed:
 Course Discipline Code and Number: BMG 101
 Course Title: The Business of Your Career
 Division/Department Codes: 13200

2. Semester assessment was conducted (check one):
 Fall 2006
 Winter 20__
 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
 Capstone experience (specify):
 Other (specify): Paper/Report

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.

5. Indicate the number of students assessed/total number of students enrolled in the course.
 6 assessed/ 10 available papers/12 completing/18 originally enrolled

6. Describe how students were selected for the assessment.
 randomly

II. Results

1. Briefly describe the changes that were implemented in the course as a result of the previous assessment.
 As contained in the attached detailed summaries, we identified artifacts to use in the future for all that were missing and recommended changes to language of outcomes and objectives to state more clearly the desired learning.

2. State each outcome (verbatim) from the master syllabus for the course that was assessed.
 1. Acquire entrepreneurial and business attitudes towards life as well as work
 2. Plan and evaluate the profit potential of a business concept involving the sale of a single product or service
 3. Acquire basic business skills appropriate to entry level positions.

3. Briefly describe assessment results based on data collected during the course assessment, demonstrating the extent to which students are achieving each of the learning outcomes listed above. *Please attach a summary of the data collected.*
 1. This outcome was achieved. (See Summary of Comments on Rubric for Assessing Student Portfolio: BMG 101 which contains results found by the two reviewers.)
 2. This outcome was achieved. (See Summary of Comments on Rubric for Assessing Career Concept Paper which contains results found by the two reviewers.)
 3. This outcome was achieved where it was possible to evaluate and artifacts using existing class materials were identified for use in the future. (See (See Summary of Comments on Rubric for Assessing Student Portfolio: BMG 101 which contains results found by the two reviewers.)

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4. For each outcome assessed, indicate the standard of success used, and the percentage of students who achieved that level of success. *Please attach the rubric/scoring guide used for the assessment.*
100% at Passing (See Summary of Comments on Rubric for Assessing Student Portfolio: BMG 101 which contains results found by the two reviewers.) (See Summary of Comments on Rubric for Assessing Career Concept Paper which contains results found by the two reviewers.)

5. Describe the areas of strength and weakness in students' achievement of the learning outcomes shown in assessment results.

Strengths: Met requirements through instruction.

Weaknesses: Although the instructor senses a need to strengthen ability to use information, explain assumptions and their impact on profit computations, this did not show up in the results.

COMMENT: Most students indicated on SOQ evaluations that they had learned a lot and the results of this assessment tend to indicate that they were learning what we wanted them to.

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.
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

The outcomes should be changed to reflect a focus on the following.

1. Ability to research an industry for the purpose of recognizing market opportunities
2. Ability to solve problems using a structured process
3. Ability to practice under supervised conditions business skills involving communication, teamwork, and time management
4. Recognize the need to establish and maintain professional networks and associations
5. Plan and evaluate the profit potential of a business initiative that involves the sale of a single product or service or a job opportunity

Change/rationale: Although the existing outcomes reflect the intended purpose of the class, they do not reflect adequately the focus of the class.

We have indicated the suggested detail changes on Summary of Comments on Rubric for Assessing Student Portfolio: BMG 101 which contains results found by the two reviewers and Summary of Comments on Rubric for Assessing Career Concept Paper which contains results found by the two reviewers.

b. Objectives/Evaluation on the Master Syllabus

The language used to describe the objectives and measurements, (for example "analyze") described objectives beyond what was intended. We decided that the objectives (as well as outcomes) should be described more appropriately as an ability to identify or recognize or use (apply) knowledge.

Change/rationale: This was more in keeping with the exposure we felt entry level positions in all occupations, (such as retail clerk, mechanic, day care giver) should possess and the intended audience for this course.. Other business courses train students to analyze and build skill..

c. Course pre-requisites on the Master Syllabus

Change/rationale:

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d. 1st Day Handouts
Change/rationale:

e. Course assignments
Change/rationale:

f.x Course materials (check all that apply)

Textbook

X Handouts minor changes to course handouts and assignments as explained in the attached Summary of Comments on Rubric for Assessing Student Portfolio: BMG 101 which contains results found by the two reviewers and Summary of Comments on Rubric for Assessing Career Concept Paper which contains results found by the two reviewers.

Other:

g. Instructional methods
Change/rationale:

h. Individual lessons & activities
Change/rationale:

3. What is the timeline for implementing these actions? Winter 2008

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.

As explained, language of objectives needed to be changed but the rubrics were adequate.

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


Artifacts should be identified in advance and collected for review.

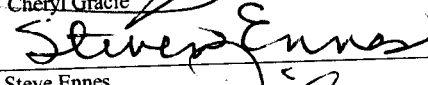
3. Which outcomes from the master syllabus have been addressed in this report?

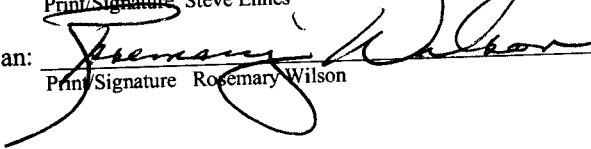
All X Selected _____
If "All", provide the report date for the next full review: Winter 2008

If "Selected", provide the report date for remaining outcomes: _____

Submitted by:

Name:  Date: _____
Print/Signature Cheryl Gracie

Department Chair:  Date: 1/11/09
Print/Signature Steve Ennes

Dean:  Date: 1/11/07
Print/Signature Rosemary Wilson