TABLE 2: Student Learning Results (Standard 4)							
	Use this table to supply data for Criterion 4.2.						
Performance Indicator			Definiti	on			
1. Student Learning Results	A student learning outcome is one that measures a specific competency attainment. <i>Examples of a direct assessment (evidence) of student learning attainment that might be used include: capstone performance, third-party examination, faculty-designed examination, professional performance, licensure examination). Add these to the description of the measurement instrument in column two: Direct - Assessing student performance by examining samples of student work Indirect - Assessing indicators other than student work such as getting feedback from the student or other persons who may provide relevant information. Formative – An assessment conducted during the student's education. Summative – An assessment conducted at the end of the student's education. Internal – An assessment instrument that was developed within the business unit. External – An assessment instrument that was developed outside the business unit. Comparative – Compare results between classes, between online and on ground classes, Between professors, between programs, between campuses, or compare to external results such as results from the U.S. Department of Education Research and Statistics, or results from a vendor providing comparable data.</i>						
	- For all data reported, show sar	mple size (n=75).					
			Analysis of Results	;			
Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal	What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)	<u>Current Results</u> : What are your current results?	<u>Analysis of Result</u> s: What did you learn from your results?	<u>Action Taken or</u> <u>Improvement Made</u> : What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)		

			Analysis of Results	-	
Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal Division Course Assessment Averages - Comprehensive 85% of all business students (AA and AAS) will achieve the college core competencies of Social and Civic Responsibility, Technology Utilization, Analytical and Critical Thinking, Communication, and Cultural Awareness by scoring 70% or higher on assessment methods/tools.	What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative) Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used to achieve the core competencies. Assessment results for all business programs are compiled into a Division and Program Assessment report. Instructors submit the Assessment Results/Action Plans for each course taught every semester. Comprehensive Assessment Data is included the Evidence File.	Current Results: What are your current results? The result for the average outcome over a four years was 80%, which is below the benchmark.	Analysis of Results: What did you learn from your results? Faculty evaluated SLO's for each course and implemented changes in Fall 2019. Some of the results were skewed during COVID. Results for 2022- 23 showed a significant increase to 82%. Faculty within each program are continuing to identify ways to improve teaching strategies and increase student learning and success. Focus will be placed on programs that fall significantly below the benchmark.	step?	Division of Business and Information Systems Division Assessment Averages
Internship Outcome and Goal: 85% of AAS business students will achieve the core competencies by scoring 75% or higher on internship supervisor evaluations and projects.	Assessment Report. Each internship program submits an Assessment	Trend data indicates that Internships exceeded the benchmark. Internships have consistently showed exceeding the benchmark for the last four years.	Internship coordinators meet with students to review expectations and special projects before going to the site. As data reflects, students score high from employers and on projects submitted which indicates student success upon graduating from the program.	Due to exceeding the benchmark, internship coordinators plan to discuss alternative assessment measures and other ways to improve the internship program.	Divison of Business and Information Systems Internship Completion Rate       120%       100%       60%       60%       20%       20%       2019       2020       2021       2022

			Analysis of Results		
Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal	What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)	What are your	<u>Analysis of Result</u> s: What did you learn from your results?	<u>Action Taken or</u> <u>Improvement Made</u> : What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)
80% of Internship students will mark on the Student Self- Evaluation Form that program curriculum prepared for the Internship and to enter the job market.	Internships are evaluated using the summative and comparative method. At the end of an Internship, students complete the Self-Evaluation Form. All forms are submitted to the Division Dean and used as part of the Division Assessment Plan.	Excellent or Good on the Self-Evaluation Form which indicated that the program curriculum prepared them	at the end of the Internship, then they meet with an	Internship Coordinators are already in the process of meeting to discuss revisions to the internship survey's including the employer and the student evaluation surveys. Faculty are evaluating alternative assessment measures and more specific questions about individual programs that will help identify deficiencies and opportunities for improvement, as well as ensure that program curriculum is meeting the needs of business and industry.	Divison of Business and Information Systems Student Internship Self-Evaluation
85% of AAS business students will achieve the assessment core competencies by scoring 70% or higher in the Integrated Office Projects capstone course.	Students integrate skills learned to complete a comprehensive Capstone Business project. Instructors evaluate through direct, formative, summative and internal assessment methods. Results are submitted to division dean through the Assessment Results/Action Plans.	fell dramatically to 59% during 2020-21. This low score occurred during remote instruction when technology access was limited for some students.	was during the COVID pandemic when many students chose remote instruction. Students that did not complete or scored low on the project was due to not having adequate technology available to successfully complete the	Faculty implemented several review units and provided practice sets before students completed the comprehensive project. Faculty plan to continue projects/activities that will improve critical thinking skills. This will also help students review technology skills used to complete courses activities and Capstone project.	Division of Business and Information Systems Capstone Course Assessment

			Analysis of Results		
Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal	What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)	<u>Current Results</u> : What are your current results?	<u>Analysis of Result</u> s: What did you learn from your results?	<u>Action Taken or</u> <u>Improvement Made</u> : What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)
Program Course Assessment Business Administration AA Outcome: Students will demonstrate knowledge and skills based on program goals that prepare students to transfer to a four-year institution to earn a Baccalaureate Degree in a business discipline. Goal: 85% of students will achieve the Division core competencies by scoring 70% or higher on the course student learning outcomes using the required course assessment methods.	For each course taught, an Assessment Results/Action Plan is submitted which includes course SLO, assessment method, criteria, results for each course, and an action plan for improvement. Data is complied into a Comprehensive Program Assessment. A Summary Sheet is prepared that provides overall assessment results for the Business Management Program. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	Based on the data reported, the goal for the overall program course assessments has not been met. The average over the last four years is 74% which is below the 85% benchmark.	During Spring 2020, Fall 2020, and Spring 2021, assessment results were lower than normal. Faculty recognized the need for more tutoring and implemented sessions on campus and online.	Faculty will revise teaching strategies and implement study sessions in these courses to help students who are struggling and even underprepared. More faculty led study sessions will be implemented.	Business Administration Program Course Assessments
Program Outcomes: Business Administration AA Students will apply and demonstrate knowledge and skills based on five specific Program Outcomes. Goal: 70% of students will score 70% or higher on assessment tools used to measure student learning outcomes for each Program Outcome.	Student Learning Outcomes for specific courses were identified along with assessment tools and measurements for each Program Outcome in the Business Administration AA program. An Assessment Results/Action Plan including SLO with assessment method, criteria, and results for each course is submitted to the Division Dean. Data is compiled for a Summary Sheet of all five Program Outcomes. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	Based on three years of reporting data, the goal was met. 2020-21 = 74% 2021-22 = 79% 2022-23 = 74%	The division is participating with the College Assessment Academy under the Higher Learning Commission therefore ongoing evaluations of Program Outcomes including reporting of data and summary forms. Program Outcome #2 was identified as an areas of improvement. Faculty are scheduled to discuss revisions and ways to improve student learning.	During this process, faculty have spent a lot of time reviewing each program to develop Program Outcomes that measure and reflect student learning for the Business Administration program. As needed, faculty have also revised Student Learning Outcomes with measurements and tools to ensure accurate assessment for each Outcome. This is an ongoing process.	Business Administration Program Outcomes100% <td< td=""></td<>

			Analysis of Results		
Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal	What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)	-	<u>Analysis of Result</u> s: What did you learn from your results?	<u>Action Taken or</u> <u>Improvement Made</u> : What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)
Program Course Assessment Business Management AAS Outcome: Students will apply skills based on the program goals that demonstrate the ability to perform in the business environment as a mid-level manager. Goal: 85% of students will achieve the Division core competencies by scoring 70% or higher on the course student learning outcomes using the required course assessment methods.	For each course taught, an Assessment Results/Action Plan is submitted which includes course SLO, assessment method, criteria, results for each course, and an action plan for improvement. Data is complied into a Comprehensive Program Assessment. A Summary Sheet is prepared that provides overall assessment results for the Business Management Program. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	Based on four years of data reported, the overall program results fell just below the benchmark. The average over four years was 81%.	In 2020-21, the results were much lower with an average of 77%. Faculty identified Social and Civic Responsibly as the area for improvement. They are developing additional teaching strategies to help improve student learning in this area.	As a result of remote instruction during the COVID pandemic, faculty have developed videos with demonstration and teaching strategies that are posted in Blackboard for students to review. Faculty are also continuing to implement tutoring sessions on campus and online.	Business Management Program Course Assessments
Program Outcomes: Business Management AAS Students will apply and demonstrate knowledge and skills based on six specific Program Outcomes. Goal: 70% of students will score 70% or higher on assessment tools used to measure student learning outcomes for each Program Outcome.	Student Learning Outcomes for specific courses were identified along with assessment tools and measurements for each Program Outcome in the Business Management AAS program. An Assessment Results/Action Plan including SLO with assessment method, criteria, and results for each course is submitted to the Division Dean. Data is compiled for a Summary Sheet of all six Program Outcomes. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	Based on three years of reporting data, the goal was met. 2020-21 = 81% 2021-22 = 80% 2022-23 = 83%	The division is participating with the college assessment academy under the Higher Learning Commission therefore ongoing evaluations of Program Outcomes including reporting of data and summary forms. Program Outcome #1 was identified as an area of improvement. Faculty are scheduled to discuss revisions and ways to improve student learning.	During this process, faculty have spent a lot of time reviewing the overall program to develop Program Outcomes that measure and reflect student learning for the Business Management program. As needed, faculty have also revised Student Learning Outcomes with measurements and tools to ensure accurate assessment for each Outcome. This is an ongoing process.	Business Management Program Outcomes           100%         00% </td

			Analysis of Results		
Outcome, 3. Measurable	Do not use grades. Indicate type of instrument		<u>Analysis of Result</u> s: What did you learn from your results?	<u>Action Taken or</u> <u>Improvement Made</u> : What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)
Program Course Assessment Medical Office Technology AAS Outcome: Students will apply demonstrate the ability to apply medical and office skills based on program goals for the healthcare facilities. Goal: 85% of students will achieve the Division core competencies by scoring 70% or higher on the course student learning outcomes using the required course assessment methods.	For each course taught, an Assessment Results/Action Plan is submitted which includes course SLO, assessment method, criteria, results for each course, and an action plan for improvement. Data is complied into a Comprehensive Program Assessment. A Summary Sheet is prepared that provides overall assessment results for the Business Management Program. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	data reported, the overall program results fell just below the benchmark. The	Faculty have implemented several curriculum revisions for classroom activities and simulations to help students practice skills of medical coding and electronic health records.		Medical Office Technology Program Course Assessments
Program Outcomes: Medical Office Technology AAS Students will apply and demonstrate knowledge and skills based on seven specific Program Outcomes. Goal: 70% of students will score 70% or higher on assessment tools used to measure student learning outcomes for each Program Outcome.	Student Learning Outcomes for specific courses were identified along with assessment tools and measurements for each Program Outcome in the Medical Office Technology AAS program. An Assessment Results/Action Plan including SLO with assessment method, criteria, and results for each course is submitted to the Division Dean. Data is compiled for a Summary Sheet of all seven Program Outcomes. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	Based on three years of reporting data, the goal was met. 2020-21 = 79% 2021-22 = 81% 2022-23 = 83%	The division is participating with the College Assessment Academy under the Higher Learning Commission therefore ongoing evaluations of Program Outcomes including reporting of data and summary forms. Program Outcome #2, #4 and #6 was identified as an areas of improvement. Faculty are scheduled to discuss revisions and ways to improve student learning.	During this process, faculty have spent a lot of time reviewing the overall program to develop Program Outcomes that measure and reflect student learning for the Medical Office Technology program. As needed, faculty have also revised Student Learning Outcomes with measurements and tools to ensure accurate assessment for each Outcome. This is an ongoing process.	Medical Office Technology AAS Program Outcomes           100%         0           00%         0

			Analysis of Results		
Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal	What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)	•	<u>Analysis of Result</u> s: What did you learn from your results?	<u>Action Taken or</u> <u>Improvement Made</u> : What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)
Program Course Assessment Information Systems Technology AAS Outcome: Students will demonstrate business and technology skill sets based on program goals as it applies to a constantly changing business and information systems environment. Goal: 85% of students will achieve the Division core competencies by scoring 70% or higher on the course student learning outcomes using the required course assessment methods.	For each course taught, an Assessment Results/Action Plan is submitted which includes course SLO, assessment method, criteria, results for each course, and an action plan for improvement. Data is complied into a Comprehensive Program Assessment. A Summary Sheet is prepared that provides overall assessment results for the Business Management Program. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	was 78%. Results for 2020-	Since the overall average result was not met, faculty are implementing projects with lab sets and simulations to provide more hands-on experience for students. Virtualization and simulations will also help prepare students for the workplace environment.	Faculty have implemented a new lab simulation that is specific for each course. They are also providing Zoom tutoring sessions to help students between classes so they can continue working on assignments and not waiting until the next class.	Information Systems Technology Program Course Assessments
Program Outcomes: Information Systems Technology AAS Students will apply and demonstrate knowledge and skills based on seven specific Program Outcomes. Goal: 70% of students will score 70% or higher on assessment tools used to measure student learning outcomes for each Program Outcome.	Student Learning Outcomes for specific courses were identified along with assessment tools and measurements for each Program Outcome in the information Systems Technology AAS program. An Assessment Results/Action Plan including SLO with assessment method, criteria, and results for each course is submitted to the Division Dean. Data is compiled for a Summary Sheet of all seven Program Outcomes. Direct, Indirect, Formative, Summative, Internal, and Comparative assessments are used.	Based on three years of reporting data, the goal was met. 2020-21 = 77% 2021-22 = 84% 2022-23 = 83%	The division is participating with the college assessment academy under the Higher Learning Commission therefore ongoing evaluations of Program Outcomes including reporting of data and summary forms. Program Outcome #1 and #2 was identified as areas of improvement. Faculty are scheduled to discuss revisions and ways to improve student learning. Additional simulation labs will be added to curriculum.	During this process, faculty have spent a lot of time reviewing the overall program to develop Program Outcomes that measure and reflect student learning for the Information Systems Technology program. As needed, faculty have also revised Student Learning Outcomes with measurements and tools to ensure accurate assessment for each Outcome. This is an ongoing process.	Information Systems Technology Program Outcomes           10%