

PROGRAM ASSESSMENT PLANNING FORM

WASHTENAW COMMUNITY COLLEGE

Program to be assessed:

Title: Management Supervision (CVMGTA) Advanced Certificate

Division: BCT

Department: BMG

Code: CVMGTA

Type of Award:

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A.A.

☐

A.S

☐

A.A.S.

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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
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 thereafter.	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 management skills, tools and functions of management in common organizational situations.	Multiple Choice Questions.	Fall 2010 and every three years thereafter.	Students who are in the final course of the certificate program.	Students completing "completers" certificate during that semester. TBD

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.

- Ten multiple-choice questions will be dispersed to instructors teaching courses in the 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".
- Answers for "completing" students will be collected and tabulated as correct/incorrect.

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

The average score of all students should meet or exceed 80% as an indicator of success.

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

Instructors will submit assessments from their course with a checklist of students who completed the exam. The names on the assessments will be redacted and the checklist will be separate. The lead instructor will tabulate the final outcomes of the assessment from the instructor submissions.

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

Each question will be analyzed to review against program/course outcomes. Changes to program outcomes, master syllabi and teaching strategies will be explored as solutions to address learning gaps.

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WASHTENAW COMMUNITY COLLEGE

Submitted by:

Name:

Print/Signature

Date:

Dept. Chair:

Print/Signature

Date:

Dean:

Print/Signature

Date:

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

Program Assessment Planning Form.doc