

Ozarka College
BUSINESS TECHNOLOGY DIVISION
 Matrix of Student Learning and Institutional Assessment
 2007-2008

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Nature of Assessment Measure	Level of Assessment	Timing of Assessment Relative to Students= Academic Progress				
		Prior to Registration	Within Course/Semester	End of Program	After Graduation	Annually
Measures of Student Learning Division:	<i>Classroom Level</i>	Course Pre-Requisites:	Pre/Post Tests Capstone Projects Portfolio Measurable course objectives CATs (Classroom Assessment Techniques) Real-World type simulations			
	<i>Program Level Program:</i>			Business Technology Occupational Proficiency Core Assessment		
Measures of Institutional Effectiveness	<i>Division/Area Level</i>	High School Diploma or GED	Surveys	Course Evaluation Business Technology Occupational Proficiency Core Assessment	Employer Survey	Academic Program Review 2007 Student Services Review Carl Perkins Report CAS Evaluation of TRIO Pro. Divisional Planning Report Divisional Assessment Report
	<i>Institutional Level</i>	CCSEQ ACT/ASSET/SAT English Placement Assessment	Student Satisfactory Academic Progress Report Mid-term grade Report RMCC Grade Distribution Information	CAAP	Transfer Tracking -GPA -Graduation Rate -Transfer Rate Graduate Survey	State Audit of Fiscal Procedures Physical Plant Evaluation Faces of the Future Focus Group Input State Audit of Registrar's Procedures Professional Development Committee Survey Alumni Survey

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Classroom Level
Prior to Registration

Assessment Tool	Definition	Administration	Use	Location of results
Course Pre-requisites	Pre-requisite courses are required to prepare students for the more advanced courses.	Designated in catalog.	Assures foundation knowledge and skills.	Noted on individual student transcripts; requirements in college catalog.
Measurable Learning Objectives in place for each course	Realistic and measurable learning objectives outlined in syllabus.	Explained in syllabus	Assures objectives of the course are measurable.	Syllabus

Within Course/Semester

Assessment Tool	Definition	Administration	Use	Location of results
Pre/Post Test	A test administered at the beginning and conclusion of a course.	Individual Instructor	Access student knowledge prior to and at the conclusion of instruction.	Division chair Central file.
Objective theory exams	A test administered during the course to examine student understanding of concepts.	Individual Instructor	Determine student deeper understanding of reasons and logic behind performance of tasks.	Individual instructor.
Problem Solving exams	A test administered during the course to measure student ability to solve problems and perform tasks involved in certain courses.	Individual Instructor	Determine student ability to complete tasks and solve problems required for transfer of knowledge learned in content.	Individual Instructor
Measurable Course Objectives	Measurable student performance of objectives.	Individual Instructor	Used to access student knowledge, comprehension, application, analysis,	Individual Instructor

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			synthesis, and evaluation skills related to a specific course.	
Simulations	A “real life” case study or simulation to apply how content of course will be applied in real life situations.	Individual Instructor	Used to give the student a level of experience in using the course content in an applied real world environment.	Individual Instructor
Practice Sets	A complete assignment that links together concepts that have built upon each other to complete a cycle of learning.	Individual Instructor	Used to give the student the opportunity to use knowledge learned in a series of steps. Students would apply all parts of the cycle in one flow of tasks.	Individual instructor.
CAT’s	Many Classroom Assessment Techniques are used to determine student understanding of a concept.	Individual Instructor	Group discussions, pop quizzes, learning partners in practice tests, etc. to give students an opportunity to stop after difficult concepts and reinforce understanding.	Individual Instructor
Computer Production Performance Exams	An exam which requires students to perform production on computers in a certain amount of time.	Individual Instructor	Used to determine student skills in using software and performing production required for job level skills.	Individual Instructor

End of Program

Assessment Tool	Definition	Administration	Use	Location of results
Ozarka Proficiency Assessment Core Business Technology Students	A comprehensive objective and performance exam to determine overall learning achievement for AAS-BT Degree.	Administered at Ozarka College	Outcomes of this exam are used to determine if learning objectives are meeting minimum requirements for the Business Technology	Division Chair Central file.

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			Division. Areas that are below standards are addressed in specific course content.	
MOUS Certification Exams	Students completing the Certificate of Proficiency in Business Computer Applications should be prepared to take the MOUS certification exams in Microsoft Word, Excel, Access and Windows.			
Professional Payroll Accountant Certification	Students completing the Certificate of Proficiency in Accounting would have met some of the requirements to take this certification exam.			
Certified Bookkeeper Program	Students completing the Certificate of Proficiency in Accounting would have met f the beginning requirements to take this certification exam.			

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Program Level				
Prior to Registration				
Assessment Tool	Definition	Administration	Use	Location of results
ASSESS COMPAS ACT SAT			Determine initial placement in English and Math courses.	Student files on My Ozarka
Within Course/Semester				
Assessment Tool	Definition	Administration	Use	Location of results
End of Program				
Assessment Tool	Definition	Administration	Use	Location of results
After Graduation				
Assessment Tool	Definition	Administration	Use	Location of results
Alumni survey				
Employer survey				

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Division/Area Level				
Prior to Registration				
Assessment Tool	Definition	Administration	Use	Location of results
Within Course/Semester				
Assessment Tool	Definition	Administration	Use	Location of results
End of Program				
Assessment Tool	Definition	Administration	Use	Location of results
After Graduation				
Assessment Tool	Definition	Administration	Use	Location of results
Annually				
Assessment Tool	Definition	Administration	Use	Location of results
BT Proficiency Exam		BT Faculty		
Student Evaluations		Students		
Instructor Evaluations of courses		Faculty		
Division planning report		Division chair and Faculty		
Academic Program review	An existing academic program	Division chair and	To establish a process of	VPAA

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<p>every 5 years</p>	<p>review representing a comprehensive self study by those involved in the targeted discipline. Such review provides a vehicle for quantifying current program status.</p>	<p>Instructors</p>	<p>institutional review of academic programs; identify certificate/degree programs that do not meet minimum standards of quality or cost effectiveness and establish schedules for resolving these concerns or phasing out programs.</p>	
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Institutional Level				
Prior to Registration				
Assessment Tool	Definition	Administration	Use	Location of results
ASSESS, COMPAS, ACT, SAT				
Within Course/Semester				
Assessment Tool	Definition	Administration	Use	Location of results
Mid-Term Grades				
End of Program				
Assessment Tool	Definition	Administration	Use	Location of results
After Graduation				
Assessment Tool	Definition	Administration	Use	Location of results
Alumni survey				
Annually				
Assessment Tool	Definition	Administration	Use	Location of results
Alumni survey				