Assessment: Assessment Unit Four Column

Fall 2018

El Camino: PLOs (BUS) - Business Management and Marketing

PLOs	Assessment Method Description	Results	Actions
PLO #1 Vocabulary of Business Terms - Understand and utilize a comprehensive vocabulary of business/marketing terms. **PLO Status:** Active **PLO Assessment Cycle:** 2014-15 (Fall 2014), 2018-19 (Fall 2018) **Input Date:** 02/13/2014	**Multiple Assessments -** Students developed an integrated advertising campaign for a business of their choosing, which integrated all concepts from the course into a single plan. **Standard and Rubric:** 75% of students will have achieved the course-level SLOs that are aligned to the PLO.	**Semester of Current Assessment:** 2014-15 (Fall 2014) **Standard Met:** Standard Met 83% of students attempting SLOs aligned to PLO 1 achieved the SLO. SLOs achievement rates were taken from all courses offered Fall 2014; BUS 14, BUS 15, BUS 17, BUS 20, BUS 22, BUS 24, and BUS 25. The PLO assesses students' comprehension of vocabulary in areas of business such as marketing, accounting, and human resources. Success here shows students understand and can utilize the vocabulary necessary to communicate effectively in business. The assessment showed that students met the PLO at a high rate. This success rate demonstrates students are learning the material and skills necessary to successfully complete the program and transfer to a four-year institution or enter the workforce. Although some courses have standardized assessments, many of the courses had sections using varied SLO assessments, depending on instructor. In order to gain greater clarity on student achievement across all sections, the department should start the process of developing more standardized assessments for each course. (02/11/2015) **Faculty Assessment Leader:** J. Troesh, M. SomdeCerff **Courses Associated with PLO Assessment:** BUS 14, BUS 15, BUS 17, BUS 20, BUS 22, BUS 24, and BUS 25	**Action:** Further develop standard assessment tools for course-level SLOs. (09/01/2015) **Action Category:** SLO/PLO Assessment Process
	Multiple Assessments - Assessments	**Semester of Current Assessment:** 2018-19 (Fall 2018)	**Action:** Advisory Council has been

PLOs	Assessment Method Description	Results	Actions
	included semester projects, oral presentations, objective and subjective examinations, and semester-long written projects. **Standard and Rubric:** Various Business courses used different standards for achievement: 1. BUS 15: 50% of students will achieve 80% or better for SLO #2 and #3 that were assessed in the Spring of 2018 and aligned with PLO#1. 2. BUS 19: 70% of students will achieve 70% or better for SLO #1 that were assessed in the Spring of 2018 and aligned with PLO#1. 3. BUS 25: 70% of students will achieve 70% or better for SLO #5 that were assessed in the Spring of 2018 and aligned with PLO#1.	**Standard Met:** Standard Met 82% of students (196 out of 239) attempting SLOs aligned to PLO #1 achieved the SLO. SLO achievement rates were taken from all courses assessed and offered in the Spring 2018: BUS 15, 19, and BUS 25. PLO#1 assesses student's ability to demonstrate their understanding of business terms by utilizing a comprehensive vocabulary of business/marketing terms. Success here shows students have demonstrated their capability and knowledge of the business/marketing terms and vocabulary. The assessment illustrated that students met PLO #1 at a very high rate. This success rate demonstrates students are learning the material and skills necessary to successfully complete the program and transfer to a four-year institution or enter the workforce. Although some courses have standardized assessments, many of the courses had sections using varied SLO assessments, depending on instructor. In order to gain greater clarity on student achievement across all sections, the department has started the process of developing more standardized assessments for each course. BUS 25 includes this standardized assessment. (10/08/2018) **Faculty Assessment Leader:** J. Mufich **Faculty Contributing to Assessment:** J. Escalante Troesh, M. Som de Cerff	conducted for the program and future meetings will ensure assessments and learning outcomes meet workforce as well as academic transfer needs. (10/31/2019) **Action Category:** Program/College Support **Follow-Up:** In the last assessment cycle the recommendation was made to standardize assessment instruments. Coordinating assessment instruments between full-time and adjunct faculty while minimizing the impact on the classroom environments has been a challenge. While progress has been made in BUS 25, the department continues to explore ways to increase consistency between assessments in other Business Management/Marketing courses with a standardized assessment. (10/08/2018)

Assessment: Assessment Unit Four Column

Fall 2018

El Camino: PLOs (BUS) - Computer Information Systems

PLOs	Assessment Method Description	Results	Actions
PLO #1 Professional Awareness - Students will be able to explain ethical, legal, and societal implications inherent in information technology and understand the professional responsibilities of a computer professional. **PLO Status:** Active **PLO Assessment Cycle:** 2014-15 (Spring 2015), 2018-19 (Fall 2018) **Input Date:** 10/04/2013	**Multiple Assessments -** The SLO Assessments for the CIS courses that map to PLO #1 were analyzed for the following semesters: • Fall 2015 • Spring 2016 • Fall 2016 • Spring 2017 • Fall 2017 • Spring 2018 • Fall 2018 Only those courses which were offered (CIS 11, CIS 13, CIS 16, CIS 119, and CIS 140) were included in the assessment. CIS 120 and CIS 150 are new courses but have not yet been offered. **Standard and Rubric:** There were 5 courses offered which map to this PLO. It is expected that 70% of the course assessments will meet their assessment criteria, and that overall, the PLO will also assess at >= 70% **Related Documents:** CIS_Spring_2019_PLO1_ASSESSMENT_Updated.docx	**Semester of Current Assessment:** 2018-19 (Spring 2019) **Standard Met:** Standard Met In summary of all of the SLO results, the standard was met at 73%. The results for the entry level course, CIS 13, fell well below the expectation. This is a course that has multiple sections taught by both full and part time faculty. The measurement criteria for this SLO is consistent in that all sections administer the same assessment tool, however the teaching methods vary. The topic that continues to be difficult for students to grasp is in the development and use of "Information Systems in Business. This issue is being addressed at the SLO level. This is the first assessment cycle for this PLO. Of the 29 advanced CIS courses, only 4 of them have an SLO which maps to this PLO. Note: Compton data was not included. See attached document for statistics (06/20/2019) **Faculty Assessment Leader:** M. Chaban **Faculty Contributing to Assessment:** All CIS faculty **Courses Associated with PLO Assessment:** CIS 11, CIS 13, CIS 16, CIS 119, CIS 140	**Action:** Examine advanced courses to determine if an SLO should be defined which maps to this PLO (12/13/2019) **Action Category:** Teaching Strategies **Action:** Meet with all faculty to discuss teaching methods for CIS 13, and to address how the material taught in each class should be covered across all sections. (12/13/2019) **Action Category:** Teaching Strategies

Assessment: Assessment Unit Four Column

Fall 2018

El Camino: PLOs (BUS) - Office Administration

PLOs	Assessment Method Description	Results	Actions
PLO #1 Effective Communication Skills - Demonstrate effective oral and written communication skills for business environments. **PLO Status:** Active **PLO Assessment Cycle:** 2014-15 (Fall 2014), 2018-19 (Fall 2018) **Input Date:** 07/01/2013			

Assessment: Assessment Unit Four Column

Fall 2018

El Camino: PLOs (BUS) - Paralegal Studies

PLOs	Assessment Method Description	Results	Actions
PLO #1 Legal Memoranda and Forms - Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court. **PLO Status:** Active **PLO Assessment Cycle:** 2014-15 (Fall 2014), 2014-15 (Spring 2015), 2015-16 (Fall 2015), 2015-16 (Spring 2016), 2018-19 (Fall 2018) **Input Date:** 10/04/2013	**Essay/Written Assignment -** Written assignments designed to assess students' knowledge of sufficient pleadings for submission to the applicable court. **Standard and Rubric:** It is expected that students will average scores of 70% or above on this PLO.	**Semester of Current Assessment:** 2014-15 (Fall 2014) **Standard Met:** Standard Met Law 11: A total of 35 students from the Fall 2014 sections of Law 11 participated in and completed the assessment with 72% average. 70% reflects acceptable achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns, perform necessary research and draft effective memorandums to communicate the results of their research. Law 12: A total of 25 students from the Fall 2014 section of Law 12 – Probate Procedures participated in and completed the assessment; of those, 12 received "A's", 6 received "B's", 6 received "C's" and 1 received an "F" for an average of 3.12. A "C" or 2.0 reflects acceptable achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns, and prepare the appropriate court forms. Law 13: A total of 28 students from the Fall 2014 section of Law 13 – Family Law participated in and completed the assessment with 77% average. 70% reflects acceptable achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns, and complete the required forms. Law 14: A total of 21 students from the Fall 2014 section of Law 14 - Torts participated in and completed the assessment with 78% average. 70% reflects acceptable achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns, and draft effective responses. (09/14/2016)	**Action:** Law faculty need to re-evaluate assessments to ensure students understand the requirements of sufficient pleadings to submit to the appropriate court. (02/16/2017) **Action Category:** Teaching Strategies

PLOs	Assessment Method Description	Results	Actions
		Faculty Assessment Leader: V. Pham **Faculty Contributing to Assessment:** Vi Pham, Mike Botello, Nic McGrue, Doug Carnahan, John Slawson, Steve Alexander **Courses Associated with PLO Assessment:** Law 11, Law 12, Law 13, Law 14	
		Semester of Current Assessment: 2014-15 (Spring 2015) **Standard Met:** Standard Met Law 5: A total of 144 students from the Spring 2015 sections of Law 5 participated in and completed the assessment with 77% average. 70% reflects acceptable achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns and respond in a critical way. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. A slight adjustment to the teaching strategy may be necessary to ensure students understand the concepts of criminal law and negligence. Law 16: A total of 25 students from the Spring 2015 course of Law 16 participated in and completed the assessment with 87% average. 70% reflects acceptable achievement level. This data suggests that students were able to draft pleadings effectively, and understood core course concepts. Law 19: A total of 18 students from the Spring 2015 section of Law 19 participated in and completed the assessment with 75% average. 70% reflects acceptable achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns and properly complete the appropriate court forms. (09/14/2016) **Faculty Assessment Leader:** V. Pham **Faculty Contributing to Assessment:** Vi Pham, Mike Botello, Nic McGrue, Doug Carnahan, John Slawson, Steve Alexander **Courses Associated with PLO Assessment:** Law 5, Law 16, Law 19	**Action:** Law faculty need to re-evaluate assessments to ensure students understand the requirements of sufficient pleadings to submit to the appropriate court. (02/16/2017) **Action Category:** Teaching Strategies
		Semester of Current Assessment: 2015-16 (Fall 2015) **Standard Met:** Standard Met Law 17: In the fall of 2015, 9 students achieved an A in the course, 8 students achieved a B, 5 students achieved a C.	**Action:** Law faculty need to re-evaluate assessments to ensure students understand the requirements of sufficient

PLOs	Assessment Method Description	Results	Actions
		Five students (out of a final total of 22) availed themselves of the extra credit assignment, and the grades were all A's. This data suggests that students were able to assimilate the course material effectively. Student success is based on the fact that faculty is teaching to the syllabus, to course/session outlines, and making use of lectures dealing with the assigned projects. Students are encouraged to submit drafts of their assignments to the instructor for review before final hand-in. The proper course objectives are being stressed. (09/14/2016) **Faculty Assessment Leader:** V. Pham **Faculty Contributing to Assessment:** Vi Pham, Mike Botello, Nic McGrue, Doug Carnahan, John Slawson, Steve Alexander **Courses Associated with PLO Assessment:** Law 17	pleadings to submit to the appropriate court. (02/16/2017) **Action Category:** Teaching Strategies
		Semester of Current Assessment: 2015-16 (Spring 2016) **Standard Met:** Standard Met Law 15: In the spring of 2016, 50% of students achieved 90 or higher on Exam #1, 31% 80, 6% 70 and 1% 60. Three students availed themselves of the extra credit assignment, and the grades were: C, C, C. All this data suggests that students were able to assimilate the course material effectively. The action plan for the most recent SLO for this course did recommend devising a practicum, and that was done. Otherwise, student success is based on the fact that faculty is teaching to the syllabus, to course/session outlines, and making use of study guides. The proper course objectives are being stressed. There were sixteen students in this class. Law 18: A total of 21 students from the Spring 2016 course of Law 18 participated in and completed the assessment with 98% average. 75% reflects acceptable achievement level. This data suggests that students were able to comprehend the material and understand the components of a valid Will and draft their own using appropriate legal language. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. Given the high average on the assessment, the assessment itself will need to be re-evaluated to focus more on students composing their own	

PLOs	Assessment Method Description	Results	Actions
		Will without the aid of a statutory Will template to ensure students understand the nature and consequences of the drafting language. Law 20: A total of 12 students from the Spring 2016 course of Law 20 participated in and completed the assessment with 92% average. 75% reflects acceptable achievement level. This data suggests that students were able to work together in small groups, perform the relevant research and present their results effectively. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. Para 1: An in-class IRAC assignment was given. It was expected that the average grade would be 70%. However, the average grade prior to the redo opportunity was 69%, median 68%. The redo results permitted the students to earn back up to half of the points they missed on the first round of grade. For example, if a student got a 20 out of 30, they could earn a maximum of half of the points they missed, so 5 points. That would take their grade from a 66% to a 83%. In this case, many of the students who did the redo earned the maximum allowable points. The grades after the redo opportunity increased to 76% average and 80% median. (09/14/2016) **Faculty Assessment Leader:** V. Pham **Faculty Contributing to Assessment:** Vi Pham, Mike Botello, Nic McGrue, Doug Carnahan, John Slawson, Steve Alexander **Courses Associated with PLO Assessment:** Law 15, Law 18, Law 20, Para 1	

Assessment: Assessment Unit Four Column

Fall 2018

El Camino: PLOs (BUS) - Real Estate

PLOs	Assessment Method Description	Results	Actions
PLO #5 Ethics and Agency - Students will differentiate between various parts of the real estate code of ethics and the standards of professional appraisal practices to explain how agency relationships are created and the duties and liabilities of agents and principals. **PLO Status:** Active **PLO Assessment Cycle:** 2018-19 (Fall 2018) **Input Date:** 10/01/2014			