

Assessment: Assessment Unit Four Column

Fall 2017



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

PLOs	Assessment Method Description	Results	Actions
<p>PLO #4 Integrated Business Planning - Demonstrate an understanding of the integrated business/marketing planning process. PLO Status: Active PLO Assessment Cycle: 2014-15 (Fall 2014), 2017-18 (Fall 2017) Input Date: 02/13/2014 Inactive Date: Comments:</p>	<p>Multiple Assessments - Multiple assessments were used across courses with SLOs aligning to the PLO. Assessments included semester projects, oral presentations, objective and subjective examinations, and semester-long written projects. Standard and Rubric: 75% of students will have achieved the course-level SLOs that are aligned to the PLO. Additional Comments:</p>	<p>Semester of Current Assessment: 2017-18 (Fall 2017) Standard Met: Standard Met 94% of students (58 out of 62) attempting SLOs aligned to PLO 4 achieved the SLO. SLOs achievement rates were taken from all courses assessed and offered Spring 2017; BUS 20 and BUS 24. The PLO assesses student's ability to demonstrate cognitive/conceptual abilities by demonstrating the understanding of the integrated business/marketing planning process. Success here shows students have demonstrated their capability and knowledge of the integrated business/marketing planning process.</p> <p>The assessment showed that students met the PLO 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.</p> <p>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. (10/18/2017) Faculty Assessment Leader: J. Mufich Faculty Contributing to Assessment: J. Escalante Troesh, M. Som de Cerff Courses Associated with PLO Assessment: Business 20, Business 24 Related Documents: Fall 17 Mgmt_Mktg SLO to PLO 10182017.xlsx</p>	<p>Action: Advisory Council has been conducted for the program and future meetings will ensure assessments and learning outcomes meet workforce as well as academic transfer needs. (10/01/2018) Action Category: Program/College Support</p>

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El Camino: PLOs (BUS) - Office Administration

<i>PLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
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PLO #4 Diverse Businesses -

Requirements Demonstrate effective interpersonal, time management, and organizational skills appropriate for diverse business requirements.

PLO Status: Active

PLO Assessment Cycle: 2017-18 (Fall 2017)

Input Date: 07/01/2013

Inactive Date:

Comments:

Assessment: Assessment Unit Four Column

Fall 2017



El Camino: PLOs (BUS) - Paralegal Studies

<i>PLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p>PLO #3 Legal Analysis - Understand and apply theories and principles of law to interpret legal documents.</p> <p>PLO Status: Active</p> <p>PLO Assessment Cycle: 2017-18 (Fall 2017), 2020-21 (Fall 2020)</p> <p>Input Date: 10/04/2013</p> <p>Inactive Date:</p> <p>Comments:</p>	<p>Multiple Assessments - Written assignments and exams were designed and given to assess students' ability to apply legal principles and theories to a set of facts and interpret legal documents. The SLO assessments for each course offered from Fall 2014 through Spring 2016 that correspond directly to this PLO were used for the current PLO assessment.</p> <p>Standard and Rubric: It is expected that students will average scores of 70% or above on this PLO.</p> <p>Additional Comments:</p>	<p>Semester of Current Assessment: 2017-18 (Fall 2017)</p> <p>Standard Met: Standard Met</p> <p>Law 5: A total of 112 out of 146 students from the Fall 2016 sections of Law 5 participated in and completed the assessment with a 75% or higher. This reflects a 76% achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns and properly provide assistance to the attorney.</p> <p>Law 11: A total of 25 students enrolled in Law 11 during Spring 2016 participated in and completed the assessment. 18/25 students or 72% of students received a 75% or better. A 70% reflects an acceptable achievement level. This data suggests that students were able to absorb the material, analyze fact patterns properly, research the legal issues, understand legal principles and theories, and communicate their findings in a manner that would provide direct assistance to an attorney.</p> <p>Law 12: A total of 24 students from the Fall 2014 section of Law 12 – Probate Procedures participated in and completed the assessment; of those, 8 received "A's", 10 received "B's", and 4 received "C's" for an average of 3.18. 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.</p> <p>Law 13: A total of 32 students from the Fall 2014 section of Law 13 – Family Law participated in and completed the assessment with 75% average. 70% reflects acceptable achievement level. This data suggests that students were</p>	<p>Action: Law faculty need to re-evaluate assessments to ensure students understand the requirements of sufficient pleadings to submit to the appropriate court. (02/16/2019)</p> <p>Action Category: SLO/PLO Assessment Process</p>

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		<p>respond appropriately to the questions asked on the exam.</p> <p>Law 14: A total of 20 students from the Fall 2014 section of Law 14 - Torts participated in and completed the assessment with 87% 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.</p> <p>Law 15: In the spring of 2016, 19% of students achieved 90 or higher on the written assignment, 80 - 63%, 70 - 19%. All this data suggests that students were able to assimilate the course material effectively, except perhaps for the written assignment (which is new to the course). (As to that, note that the assignment is given out the first day of class and the students are encouraged throughout the semester to produce drafts and show them to the instructor; less than half of the class did this, suggesting some need for improvement in student motivation on this assignment.) The action plan for the most recent SLO for this course did recommend devising a practicum, and that was done. There were sixteen students in this class.</p> <p>Law 16: A total of 30 students from the Spring 2016 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 understand and apply theories and principles of civil procedure effectively, and understood core course concepts.</p> <p>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. 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.</p> <p>Law 18: A total of 22 students from the Spring 2016 course of Law 18 participated in and completed the assessment</p>	

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		<p>with 72% average. 70% reflects acceptable achievement level. This data suggests that students were able to comprehend the material and understand the theories of estate planning. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed.</p> <p>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 generate the appropriate legal documents and client correspondence using legal software, word processing and spreadsheet software.</p> <p>Law 20: A total of 12 students from the Spring 2016 course of Law 20 participated in and completed the assessment with 86% average. 75% reflects acceptable achievement level. This data suggests that students were able to apply their knowledge of legal ethics in the workplace effectively. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed</p> <p>Para 1: The students have two exams, and 4 assignments. The In Class Assignment (which is an IRAC assignment) is probably the most helpful. The students get into small groups and work together. I move from group to group assisting the students and using the Socratic method to help them arrive at the conclusions for best practices on their own. They then take the assignment home to refine their IRAC answer. In this case, many of the students missed the mark. So we went over the assignment again, focusing on the basic structure of the Analysis portion of IRAC, and gave the students an opportunity to earn some points by redoing this analysis portion. No points were deducted for bad grammar. Points were earned solely on the basis of properly structuring an argument based on the element of the charge in the analysis portion and supporting that argument for the element with the relevant fact in the fact pattern. Their responses were much improved the second time around. The IRAC Assignment was out of 30 total</p>	

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		<p>points. Additionally, many students carried over the practice of asserting an argument then supporting it with a fact over to the Memo assignment.</p> <p>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.</p> <p>All Courses: The data from all Law courses assessing PLO #3 suggests that students were able to absorb the material, analyze the fact patterns, understand and apply theories and principles of law to interpret legal documents. The teaching methods focus on the practical aspects of the work environment of a paralegal and the results of the assessments show that this objective is being met. (03/16/2018)</p> <p>Faculty Assessment Leader: V. Pham Faculty Contributing to Assessment: Vi Pham, Nic McGrue, Doug Carnahan, John Slawson, Steve Alexander, Jerry Muraoka, Maureen Bernal Courses Associated with PLO Assessment: Para 1, Law 5, 11, 12, 13, 14, 15, 16, 17, 18, 19 and 20</p>	

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El Camino: PLOs (BUS) - Real Estate

PLOs	Assessment Method Description	Results	Actions
<p>PLO #4 Mathematical Computations - Students will demonstrate the ability to calculate typical real estate mathematic computational problems as found in diverse real estate business areas of sales, leases, prorations, finance, appraisal, property management, investments and capitalization, land or structure area and taxation.</p> <p>PLO Status: Active</p> <p>PLO Assessment Cycle: 2017-18 (Fall 2017)</p> <p>Input Date: 02/14/2014</p> <p>Inactive Date:</p> <p>Comments:</p>	<p>Multiple Assessments - SLO assessments (assessment results) for each course offered from Fall 2013 through Spring 2016 that correspond directly to this PLO were used for the current PLO assessment. Please see course listing below:</p> <p>RE 11 – Real Estate Principles RE 13 – Real Estate Practice RE 14a – Real Estate Finance RE 16 – Real Estate Economics RE 19 – Real Property Management RE 21 – Real Estate Investment RE 26 – Escrows RE 31 – Mortgage Loan Brokering and Lending RE 40 – Real Estate Appraisal</p> <p>Standard and Rubric: It is expected that 75% of the SLO assessments used to assess PLO #4 have met their standard. (Note: Each SLO assessment used has a different standard/ target for success. Please refer to individual SLO assessments noted above for detailed assessment standards and methods).</p> <p>Additional Comments:</p>	<p>Semester of Current Assessment: 2017-18 (Fall 2017)</p> <p>Standard Met: Standard Met</p> <p>Eight of the nine SLO assessments used to conduct this PLO assessment met their target for success (or 89%). Our target for success is 75% of the SLO assessments to meet their standard. Therefore, we have met our standard for this PLO.</p> <p>Faculty will continue to improve and monitor the course SLO Action Plans as documented, and strive to continue meeting the standard for associated RE PLO's. (04/12/2018)</p> <p>Faculty Assessment Leader: A. Milosevic-Nguyen</p> <p>Faculty Contributing to Assessment: Donna Grogan, Vince Deluca, Jack Bliss, Robert Rooks, Derf Fredericks</p> <p>Courses Associated with PLO Assessment: RE 11, 13, 14A, 16, 19, 21, 26, 31, 40</p>	<p>Action: RE faculty will continue to follow up on individual SLO actions plans as documented. (02/16/2019)</p> <p>Action Category: SLO/PLO Assessment Process</p>