

**PROGRAM ASSESSMENT PLAN CHANGE FORM**

<b>Program Code: CTMNGC</b>	<b>Program Title: Management</b>	<b>Effective Term: F 2022</b>
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**List the outcome(s) to be revised, and identify changes (add rows as needed):**

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Course/other populations	Number of students to be assessed
1. Identify basic management concepts and principles that promote organizational success.	Outcome-related questions on multiple-choice and true/false exams	Fall 2023	All students taking BMG 230 Principles of Management in the semesters being reviewed	All students taking BMG 230 Principles of Management in the semesters being reviewed
2. Create a skill development plan based on self-assessment of management-related skills.	Outcome-related skill development assignment based on self-assessment	Fall 2023	All students taking BMG 230 Principles of Management in the semesters being reviewed	All students taking BMG 230 Principles of Management in the semesters being reviewed
3. Apply management concepts and framework to analyze business situations.	Outcome-related case dilemma assignments	Fall 2023	All students taking BMG 230 Principles of Management in the semesters being reviewed	All students taking BMG 230 Principles of Management in the semesters being reviewed

**Scoring and analysis of assessment:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, answer key, checklist, other). Please attach rubric if available.

Departmentally developed tests: Answer Key

Skill Development Assignments: Rubrics

Case Dilemma Assignments: Rubrics

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



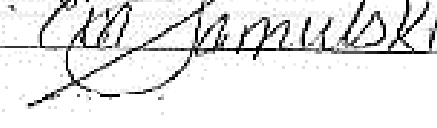

75% of students will score 70% or higher.

3. Indicate who will score and analyze the data:

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The person assigned to complete the program assessment will gather, collate, and analyze the data. The final assessment report will be reviewed by other full-time business instructors, the Department Chair, and the Dean for their feedback prior to submitting the report to the Curriculum and Assessment Committee.

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Charyl S. Byrne, PhD		Dec 8, 2021
Department Chair	DOUG WATERS		12-13-21
Division Dean/Administrator	EW Samulski		12-13-21
Curriculum Committee Chair	Randy Van Wagnen	R Van Wagnen	4-28-22
Assessment Committee Chair		Shawn Deron	4/28/2022

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Reviewed by C&A Committees 3/24/22

**Please return completed form to the Office of Curriculum & Assessment, SC 257  
or by e-mail to curriculum.assessment@wccnet.edu**

**PROGRAM ASSESSMENT PLANNING FORM**

**Program to be assessed:**

Title: Management Supervision (CVMGTA) Advanced Certificate  
 Division: BCT Department: BMG Code: CVMGTA

Type of Award:  A.A.  A.S.  A.A.S.  
 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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Submitted by:

Name: Kimberly Horvath-Kumpf Date: 9/25/08  
Print/Signature

Dept. Chair: [Signature] Date: 9/25/08  
Print/Signature

Dean: [Signature] Date: 9/29/08  
Print/Signature

*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