

Annual Data Assessment Results
Direct Measures
Office Systems Department
Academic Year 2015-2016

| CPC/Strategy | Student Level/ Time period | Performance Indicator | Result | Improvements |
|----------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounting A. Program Standardized Test (PST) | Junior Annually, third year-second semester | 70% of the students will obtain 70% | N=37 78% of the students obtained the learning goal with 80% or more | |
| B. Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 70% of the students will obtain 75% | N=29 100% of the students obtained the learning goal with 52% or more | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. |
| Information System Knowledge A. Systemic Standardized Assessment Test (SSAT) | Senior Fourth year, each semester | 70% of the students will obtain 75% | N=29 100% of the students obtained the learning goal with 72% or more | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. |
| <i>Skills</i> Program Standardized Test (PST) | Senior Annually, fourth year- first semester | 70% of the students will obtain 70% | N=23 100% of the students obtained the learning goal with 79% or more | The rubric will be used again. During this semester the students uploaded their project to the cloud. This activity will be done again. |
| Business Ethics A. Program Standardized Test (PST) | Junior Annually, third year-second semester | 70% of the students will obtain 70% | N=28 100% of the students obtained the learning goal with 84% or more. | One of the test items was changed from a true or false statement to a multiple choice. This change was beneficial for the students. This change will be maintain for next year. Besides, the material related with ethical dilemmas will be revised. |
| B. Systemic Standardized Assessment Test (SSAT) | Senior Fourth year, each semester | 70% of the students will obtain 75% | N=29 100% of the students obtained the learning goal with 63% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. |
| Management A. Systemic Standardized Assessment Test (SSAT) | Senior Fourth year, each semester | 70% of the students will obtain 75% | N=29 100% of the students obtained the learning goal with 42% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. A thorough curriculum revision addressing this field of knowledge will be implemented as soon as it is approved by the university's government bodies. |
| <i>Office Management</i> A. Program Standardized Rubric (PSR) | Senior Annually, fourth | 70% of the students will | N=28 100% of the students | The rubric will be used again with no |

| CPC/Strategy | Student Level/ Time period | Performance Indicator | Result | Improvements |
|-------------------------------------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | year-first semester | obtain 70% | obtained the learning goal with 90% or more. | major changes. |
| Economics Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 100% of the students will obtain 70% | N=29 100% of the students obtained the learning goal with 48% or more | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. A thorough curriculum revision addressing this field of knowledge will be implemented as soon as it is approved by the university's government bodies. |
| Marketing Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 100% of the students will obtain 70% | N=29 100% of the students obtained the learning goal with 42% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. The students developed a study guide that will be used and modify next semester. A thorough curriculum revision addressing this field of knowledge will be implemented as soon as it is approved by the university's government bodies. |
| Legal Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 100% of the students will obtain 70% | N=29 100% of the students obtained the learning goal with 60% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. |
| Statistics Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 100% of the students will obtain 70% | N=29 100% of the students obtained the learning goal with 62% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. A thorough curriculum revision addressing this field of knowledge will be implemented as soon as it is approved by the university's government bodies. |
| Finance Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 100% of the students will obtain 70% | N=29 100% of the students obtained the learning goal with 49% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. The students developed a study guide that will be used and modify next semester. A thorough curriculum revision addressing this field of knowledge will be implemented as soon as it is approved by |

| CPC/Strategy | Student Level/ Time period | Performance Indicator | Result | Improvements |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | the university's government bodies. |
| Globalization Systemic Standardized Assessment Test (SSAT) | Senior Fourth year-each semester | 100% of the students will obtain 70% | N=29 100% of the students obtained the learning goal with 60% or more. | The test will be administered again next semester. The content will be modified by the Systemic Test Committee. |
| Integrating Comprehensive Experience A. Employers Program Overall Standardized Rubric (PSR) | Senior Fourth year, each semester | 85% of the students will obtain 75% | N=30 100% of the students obtained the learning goal with 96% or more. | The PSR was modified in terms of the items composition in order to clearly define each criteria related with the programs goals and the CPC. |
| B. Professors Program Overall Standardized Rubric (PSR) | Senior Fourth year, each semester | 85% of the students will obtain 75% | N=30 100% of the students obtained the learning goal with 90% or more. | The PSR was modified in terms of adding new criteria and reviewing others in order to clarify the meaning of the criteria. |
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**Annual Data Assessment Results
Indirect Measures
Academic Year 2015-2016**

| Key Input Measures/Strategy | Student Level/ Time period | Performance Indicator | Result | Improvements |
|---------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| A. Student Satisfaction Questionnaire (SSQ) | Senior Fourth year-each semester | 85% of the students will be between very satisfied and satisfied with the program | N=22 100% of the students were very satisfied (93%) with the program. | The questionnaire needs to be revised in order to include items related with students' satisfaction with the department's services. |
| B. Alumni Survey | Each three years. Next study will be during second semester 2016. | 85% of the alumni will be between very satisfied and satisfied with the program | In progress | |
| C. Employers Survey | Each three years. Next study will be during second semester 2016. | 85% of the employers will be between very satisfied and satisfied with the program | In progress | |

Business Related Knowledge Areas Results
Direct Measures
 Academic Year 2015-2016

| Key Input Measures/Strategy | Student Level/ Time period | Performance Indicator | Result | Improvements |
|---------------------------------------------------------------------|------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Communication Program Standardized Test (PST) | Sophomore Second year, second semester | 70% of the students will obtain 70% | Spanish N=36 % of the students obtained the learning goal with % or more. | The course will be implemented again with no major changes. |
| | Junior Third year, first semester | | English N=17 94% of the students obtained the learning goal with 75% or more. | Continue emphasizing on language, punctuation, and spelling through practical exercises. |
| Document Administration Program Standardized Rubric (PSR) | Sophomore Second year, first semester | 70% of the students will obtain 70% | N= % of the students obtained the learning goal with % or more. | |
| Office Procedures Program Standardized Test (PST) | Junior Annually, third year-second semester | 70% of the students will obtain 70% | N=28 100% of the students obtained the learning goal with 76% or more. | New items were added to the test. They will be tested again during next course offering. The Work Plan presentation will be reviewed. |