

**OSU-Okmulgee**  
**Academic Programs Form C**  
**ASSESSMENT REPORT**

**Arts and Sciences Division**

(Academic Program)

**Pre-Business**

(Degree Level)

**Spring & Summer 2004**

(Assessment Period Covered)

**September 2004**

(Date Submitted)

**Intended Educational (Student) Objective #1**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 1:**

Effectively communicate electronically, verbally and in writing.

**A. First Means of Assessment for Objective Identified Above:**

**1 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)**

80% of the students who take composition writing courses or speech courses will satisfy this objective by getting a pass rating (equivalent to a 74% or higher) based on individual course documentation that will be provided by the instructors to each division at the end of each semester. The documentation will be by course and is as follows:

**SPCH 1113, Introduction to Speech Communications**--instructors will use a common grade sheet for the persuasive speech. Students must score at least 74% on that speech to be considered proficient.

**ENGL 1113, Freshman Composition I**--students will complete a Portfolio (includes a sample of essays and an in-class essay) and must score at least a 74% or higher to be considered proficient. The contents of the portfolio are the same for all students, regardless of instructor.

**1a. Description of Data Collection & Assessment Results:**

For Spring 2004, in all ENGL 1113, Freshman Composition I, classes, students were required to complete a Portfolio (including a sample of essays and an in-class essay), with 60% scoring a 74% or higher.

For Summer 2004, in all ENGL 1113, Freshman Composition I, classes, students were required to complete a Portfolio (including a sample of essays and an in-class essay), with 100% scoring a 74% or higher.

For Spring 2004, in all SPCH 1113, Introduction to Speech Communications, classes, students were required to present a persuasive speech, with 90% scoring a 74% or higher.

**1 a. Use of Results to Improve Instructional Program:**

The Portfolio for ENGL 1113, Freshman Composition I, classes has been analyzed with changes made to better serve the student. The organization of the documents included has been altered in order to better serve the student needs. Portions have also been altered to further enhance learning. A similar grading sheet has also been adopted.

The persuasive speech for SPCH 1113, Introduction to Speech Communications, classes scoring criteria was reanalyzed to ensure consensus, regardless of instructor. All faculty are using the same elements in scoring student progress and ability.

## **B. Second Means of Assessment for Objective Identified Above:**

### **2 b. Means of Program Assessment & Criteria for Success:**

80% of the students upon completion of ENGL 1213, Freshman Composition II, will score an average of at least a 74% or higher on the research paper that will be graded pass/fail (with a 74% considered passing)-same grading criteria for all faculty.

### **2 b. Description of Data Collection & Assessment Results:**

For Summer 2004, in all ENGL 1213, Freshman Composition II, classes, students were required to complete a research paper, with 67% scoring 74% or higher.

### **2 b. Use of Results to Improve Instructional Program:**

The grading criteria for the ENGL 1213, Freshman Composition II, research paper has been assessed and alterations have been made to ensure fairness, regardless of instructor.

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(Academic Program)

\_\_\_\_\_ **Pre-Business** \_\_\_\_\_

(Degree Level)

\_\_\_\_\_ **Spring & Summer 2004** \_\_\_\_\_

(Assessment Period Covered)

\_\_\_\_\_ **September 2004** \_\_\_\_\_

(Date Submitted)

**Intended Educational (Student) Objective #2**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 2:**

Demonstrate logical, systematic problem-solving techniques.

**A. First Means of Assessment for Objective Identified Above:**

**2a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students will complete, as their first math requirement, College Algebra, Math Structures I, Trigonometry, Introductory Calculus, Statistics, or Math Concepts for Educators with a proficiency level of 74% or higher in the corresponding course.

**2a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students will complete General Biology, Human Anatomy, Human Physiology, General Microbiology, General Chemistry I, General Chemistry II, General Physical Science, and/or General Physics I with a proficiency level of 74% or higher on composite final course exams and assignments.

**2a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

80% of the students who take BIOL 1304 or CHEM 1215 will satisfy this objective by getting a pass rating (equivalent to a "C" grade or higher) based on individual course documentation that will be provided by the instructors to each division at the end of each semester. The documentation will be by course and is as follows: BIOL 1304 --students will complete an in-class laboratory utilizing the scientific method and must at least a "C" or higher on each to be considered proficient. The requirements of the laboratory are the same for all students, regardless of instructor.

CHEM 1215-- students will complete an in-class laboratory utilizing the scientific method and must at least a "C" or higher on each to be considered proficient. The requirements of the laboratory are the same for all students, regardless of instructor.

**2 a. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**2 a. Use of Results to Improve Instructional Program:** NA

**B. Second Means of Assessment for Objective Identified Above:**

**2 b. Means of Program Assessment & Criteria for Success:**

80% of students, upon completion of math courses required, will score a 74% or better in each required math course.

**2 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**2 b. Use of Results to Improve Instructional Program:**

NA

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**Pre-Business**

(Degree Level)

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(Assessment Period Covered)

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**September 2004**

(Date Submitted)

**Intended Educational (Student) Objective #3**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 3:**

Develop and display a sense of personal, social and professional work ethics.

**A. First Means of Assessment for Objective Identified Above:**

**3 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students' degree plans will, upon completion of forty-five credit hours, be reviewed by an advisor and the student advised to complete PHIL 1213.

**3 a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**3 a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**3 b. Means of Program Assessment & Criteria for Success:**

Students will research strategies that promote ethical behavior in the workplace and submit in writing a Professional Interview/Code of Ethics Analysis in their Ethics course. Eighty percent of the students must receive a passing (grade of (74%) or higher for this objective to have been achieved.

**3 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**3 b. Use of Results to Improve Instructional Program:**

NA

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Pre-Business  
(Degree Level)

Spring and Summer 2004  
(Assessment Period Covered)

September 2004  
(Date Submitted)

**Intended Educational (Student) Objective #4**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 4:**

Explain the cultural heritage and primary elements of the history and government of the U.S. and its people, especially as it impacts one's industry or field of study.

**A. First Means of Assessment for Objective Identified Above:**

**4 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students' degree plans will, upon completion of forty-five credit hours, be reviewed by an advisor and the student will be required to complete POLS 1113 and either HIST 1483 or HIST 1493.

**4 a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**4 a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**4 b. Means of Program Assessment & Criteria for Success:**

Upon completion of HIST 1483 (US History to 1865) or HIST 1493 (US History from 1865) and POLS 1113 (US Government), 80% of students will have completed each required course with a score of 74% or higher.

**4 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

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(Academic Program)

Pre-Business  
(Degree Level)

Spring and Summer 2004  
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September 2004  
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**Intended Educational (Student) Objective #5**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 5:**

Access and use technology appropriate to one's industry or field of study.

**A. First Means of Assessment for Objective Identified Above:**

**5 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

Eighty percent of Pre-Business students will access and use technology appropriate to one's industry or field of study with accuracy of 74% (or above) on GTIT 1133, InfoTech and Applications, comprehensive exam.

**5a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**5a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**5b. Means of Program Assessment & Criteria for Success:**

Upon completion of ENGL 1213, Freshman Composition II, 80% of students will score an average of at least a 74% or higher on the research paper, where a proficiency in computer usage regarding application of word processing software must be proven.

**5b. Description of Data Collection & Assessment Results:**

For Summer 2004, in all ENGL 1213, Freshman Composition II, classes, students were required to complete a research paper using various technological means, with 67% scoring 74% or higher.

**5b. Use of Results to Improve Instructional Program:**

The research process in ENGL 1213, Freshman Composition II, has been reorganized to more effectively communicate the process of both the research paper and the technology used in the assessment. All faculty teaching ENGL 1213 will teach the research process using argumentation. Students will be introduced to the research process in increments to improve understanding and overall effectiveness.

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**Academic Programs Form C**  
**ASSESSMENT REPORT**

Arts and Sciences Division

(Unit)

Pre-Business

(Program Emphasis or Specialization)

Spring and Summer 2004

(Assessment Period Covered)

September 2004

(Date Submitted)

**Intended Educational (Student) Objective #6**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 6:**

Transfer all courses in the program to a bachelor degree granting institution.

**A. First Means of Assessment for Objective Identified Above:**

**6 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students will have completed applicable transferable courses, according to the course matrix for Oklahoma institutions, after 45 credit hours as degree checked by an advisor.

**6 a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**6 a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**6 b. Means of Program Assessment & Criteria for Success:**

100% of students will have completed applicable transferable courses, according to the course matrix for Oklahoma institutions, upon graduation.

**6 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**6 b. Use of Results to Improve Instructional Program:**

NA

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Pre-Business

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**Intended Educational (Student) Objective #7**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 7:**

Complete the minimum general education requirements required for a bachelor's degree in the state of Oklahoma.

**A. First Means of Assessment for Objective Identified Above:**

**7 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students will have a degree check with an advisor each time the student enrolls.

**7 a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**7 a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**7 b. Means of Program Assessment & Criteria for Success:**

100% of students will have an official transcript check against the 37 credit hour general education requirements for a bachelor's degree in the state of Oklahoma with an advisor one semester before graduating.

**7 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**7 b. Use of Results to Improve Instructional Program:**

NA

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**Intended Educational (Student) Objective #8**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 8:**

Complete 12 credit hours each in the areas of English, science, and social sciences and six credit hours of mathematics as part of the "4 x 12" Oklahoma State Department of Education requirement for elementary, early childhood, and special education majors. No grade lower than a 74% will be accepted.

**A. First Means of Assessment for Objective Identified Above:**

**8 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students will meet with an advisor after 30 credit hours to evaluate students' transcript to determine voids and make adjustments, if necessary.

**8 a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**8 a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**9 b. Means of Program Assessment & Criteria for Success:**

100% of graduates will have an approved transcript upon graduation, from an advisor.

**9 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**9 b. Use of Results to Improve Instructional Program:**

NA

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**Intended Educational (Student) Objective #9**

*NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.*

**Objective 9:**

Maintain a graduation GPA of 2.5 (the minimum required by state institutions to enter teacher education programs).

**A. First Means of Assessment for Objective Identified Above:**

**9 a. Means of Program Assessment & Criteria for Success:** (How is outcome going to be measured and what will be considered acceptable success?)

100% of students will be assessed each semester, by an advisor, to assess the students' current GPA and the student will be advised accordingly.

**9 a. Description of Data Collection & Assessment Results:** (complete this section in spring after assessment results are in)

Data is currently being collected.

**9 a. Use of Results to Improve Instructional Program:** (complete in spring based on findings)

NA

**B. Second Means of Assessment for Objective Identified Above:**

**9 b. Means of Program Assessment & Criteria for Success:**

80% of the graduates of this program will have a graduation GPA of at least 2.50 using the course grades listed on the program of study degree plan sheet.

**9 b. Description of Data Collection & Assessment Results:**

Data is currently being collected.

**9 b. Use of Results to Improve Instructional Program:**

NA