

**Wright College  
Program/Discipline Assessment Midyear Update**

**Program/Discipline: Business/CIS/Paralegal**

**Coordinator: Fred Hernandez**

**Date: 12-14-2007**

**Department Chair: Van Feller**

**Assessment Plan to Date**

<p><b>Completely describe all actions that have occurred since August 2007 with respect to your department's Assessment Plan.</b></p> <p><b>Attach any relative documents (rubrics, surveys, other assessment tools).</b></p>	<p>This plan is being developed and tested in CIS. As components become viable they will be shared with the Business and Paralegal programs for implementation in those disciplines.</p> <ol style="list-style-type: none"><li>1. We are currently searching for standardized online test for Micro Soft; Word, Excel, Access and Power Point. Use of these test will allows us to gather consistent data for analysis as indicated by Lydia Dobria. So CIS can improve our teaching methods. This begins by having quality assessment instruments. These test will also help insure the quality of instruction in CIS-120 and throughout the CIS department.</li><li>2. Completion of the Assessment plan template. Development of pre-test of students technical skill for use as a benchmark against exit exam results</li></ol>
<p><b>Are there any obstacles to the implementation of the plan that the Assessment Committee should know about or can assist with?</b></p>	<p>Mr. Li has been very helpful in helping us in development of our plan and in sharing assessment resources.</p>

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**Timeline for Second Half**

<b>Month</b>	<b>Assessment Coordinator events</b>	<b>Assessment Plan</b>
December '07		
January '08		
February '08	<b>Assess Com. Mtg. 2/15 S101, 10:00 am</b>	During the second week of class all CIS-120 instructors will administer a technology pre-test previously discussed.
March '08		After evaluation of mid-term test results we will determine which concepts the students need help with. Then in reviewing the test with the students we will emphasize those items. By addressing these areas we hope to improve the student's chances of successfully completing the course.
April '08	<b>Assess. Com. Mtg. 4/18 S101, 10:00 am</b>	
May '08	<b>Data collected and compiled, conclusion and suggestions for next year; report submitted</b>	During the 14th-15th week of classes all CIS-120 instructors will administer a technology post-test, previously discussed. In order to more accurately assess what the student has learned.
Summer '08	<b>Assess Com. Mtg. tba</b>	