

## Course Assessment - Part A: Your Plan

COMPLETE

#599

Please select your course and name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or [swade@cgcc.edu](mailto:swade@cgcc.edu).

MA 112- Medical Office Assistant 1- Mimi Pentz- Fall 2022

**\* Part A: Your Plan DIRECTIONS 1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey): Outcome #1**

Participate in a professional organization that defines ethics and provides educational opportunities.

**\* Outcome #2**

Recognize and appropriately respond to verbal and non-verbal communication.

**\* Outcome #3**

Use goal setting in both the personal and professional setting.

**Have you completed an assessment for this course prior to this term?**

Yes

**If yes, are you assessing different outcomes?**

No

**Comments:**

(No response)

**2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes**

Medical Assisting Certificate

**\* Method of Assessment 3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.) Outcome #1: Method to assess student understanding**

Attendance at the AAMA meeting selected or some other professional development opportunity

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**\* Outcome #2: Method to assess student understanding**

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Grades on journal entries for the 2 selected classes

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**\* Outcome #3: Method to assess student understanding**

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Assignments/journal entries where the student is expected to set goals around the material in that particular lecture.

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**\* 4. How will you know if you were successful in your efforts to teach this outcome? Outcome #1:**

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70% of students will attend an AAMA meeting selected or some other professional development opportunity

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**\* Outcome #2: How will you know if you were successful in your efforts to teach this outcome?**

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100% of students will receive a passing grade on journal entries for the 2 applicable lectures.

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**\* Outcome #3: How will you know if you were successful in your efforts to teach this outcome?**

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100% of students will pass the assignments/journal entries where the student is expected to set goals around the material in that particular lecture.

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**5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1**

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Was the setting of S.M.A.R.T goals helpful in how you view your goals for the future?

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**Question #2**

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Were journal entries helpful in relating the material to your own life?

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**Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends)**

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NO

Reminder, when completing Part B, instructors will be asked the following questions: Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Institutional Learning Outcomes (ILO): 1. ILO#1 - Communication - "Content Development" and/or "Control of Syntax and Mechanics" 2. ILO#2 - Critical Thinking/Problem Solving - "Evidence" and/or "identify strategies" 3. ILO#4 - Cultural Awareness - "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions") 4. ILO#5 - Community and Environmental Responsibility - "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts" 5. ILO#3 - Quantitative Literacy - "Application/Analysis" and/or "Assumptions"

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noted