

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed:

Title: Human Resource Management

Division: BCT Department: BMG Program Code: CTHRMG

Type of Award: [] A.A. [] A.S [] A.A.S. [x] Cert. [] Adv. Cert. [] Post-Assoc. Cert. [] Cert. of Completion

Assessment plan:

Table with 5 columns: Learning outcomes to be assessed, Assessment tool, When assessment will take place, Describe population to be assessed, Number of students to be assessed. Contains 3 rows of assessment details.

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. Departmentally-developed scoring guides (new lead instructor will develop scoring guides; nothing to attach at present)
2. Indicate the standard of success to be used for this assessment. 70% of students will score 70% or higher on the outcome-related exam questions.
3. Indicate who will score and analyze the data (data must be blind-scored).

Business department faculty.

Submitted by:

Name: DOUG WATERS / Doug Waters Date: 2/7/20
Dept. Chair: DOUG WATERS / Doug Waters Date: 2/7/20
Dean: Eva Samulski / Eva Samulski Date: 2-10-20

Reviewed by C&A Committees 2/13/20

Please return completed form to the Office of Curriculum & Assessment, SC 257.

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed:

Title: Human Resource Management Certificate
 Division: BCTD Department: BUS

Code: *CTHR5C*

Type of Award: A.A. A.S. A.A.S.
 X 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 (Students enrolled in course) | Number of students to be assessed |
|--|-----------------------------------|---------------------------------|--|-----------------------------------|
| Recognize the requirements of performing common HR functions that are described by Society for Human Resource Management | Multiple Choice | Winter 09 | BMG 240 | Approximately 20 |
| Apply these requirements to common case situations that are likely to be encountered. | Case Analysis or Projects | Winter 09 | BMG 240 students | Approximately 20 |
| Recognize importance and requirements of interpersonal skills. | Multiple Choice | Winter 09 | BMG 200 (Interpersonal Skills) | Approximately 20 |
| Apply the interpersonal skills to case situations. | Essay questions or case analysis. | Winter 09 | BMG 200 (Interpersonal Skills) | Approximately 20 |

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.
 Departmentally developed rubric
2. Indicate the standard of success to be used for this assessment.
 70% for all outcomes (75% of students will score at least 70% on exam & 70% of students will score a minimum rating of 1 on rubric).
3. Indicate who will score and analyze the data (data must be blind-scored).
 Faculty and / or external experts.
4. Explain the process for using assessment data to improve the program.

PROGRAM ASSESSMENT PLANNING FORM

Involved faculty will meet and make recommendations.

Submitted by:

Name: Coffey Young Date: 2/15/07
Print/Signature
 Dept. Chair: Steven Ennes Steven Ennes Date: 2/20/07
Print/Signature
 Dean: Juanita Wilson Date: 3/8/07
Print/Signature

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