

PROGRAM CHAIR'S ASSESSMENT REPORT

Canvas
(Last update: 2021.05.21)

Mrs. Sally McFarling
& Miss Karis Cole

Program: Office Administration

Program Chair:

Report for the year: 2021-22

Date report submitted: 5/21/2021

I. Program Goals: This chart is used to summarize the assessment activities and results that specifically address your program goals. Consider each goal and complete the chart as directed. **However, if you have focused on certain selected goals only for this year, highlight/designate those for particular emphasis.** Use additional appendices as needed.

This goal #	Tools or activities used to assess this goal	Results of this goal's assessment(s) (provide data: e.g., summaries, averages, etc.)	Implications and/or recommendations for improving students' learning related to this goal	*Status of Goal (4..3..2..1)
Demonstrate proficiency in office skills: keyboarding, computer app, accounting, machine transcription, telephone usage, office equipment usage, etc.	Class assignments/Exams Capstone Exam for graduating seniors.	The overall average grade for students in the Office Administrations classes was 92.4%, which is a B+ average. Overall, the students did an excellent job in classes this year.	No changes recommended at this time.	3+
Evidence ability to serve Christ effectively in an office setting by demonstrating an understanding of biblical principles and applying those principles in their daily work.	Internship/Christian service & class assignments	The average score for internships on a scale of 1-4 was 4. Students must have an average of 2.7 (B-) in Office Administration classes. I have not received Christian Service reports to know that feedback yet. An area of weakness tends to be in communication skills.	Reports from the internships were excellent this year. All students in the internship this spring received a 3.0, 3.5, or 4.0 rating for Christian character. I was very pleased with the work ethic, attitudes, and responsible actions of the students. They demonstrated a heart to serve the Lord with excellence.	3+
Demonstrate organizational, decision-making, communication, and social skills. Exhibit personal qualities of neatness, promptness, accuracy, honesty, dependability, initiative, and cooperativeness.	Class assignments/Exams Internship evaluations Christian service evaluations	Overall, students do well academically in Office Administration classes with an average of 3.3 (B+) or better. The weak area continues to be proofreading/language arts. Also, 3-4 of the students need to improve in promptness in submitting assignments on time and arriving at classes on time (which lowers their grades). Also, there were some students who had several absences which affected their final grade.	No changes recommended at this time.	3+

Demonstrate proficiency in office skills: keyboarding, computer app, accounting, machine transcription, telephone usage, office equipment usage, etc.	Class assignments/Exams Capstone Exam for graduating seniors.	The overall average grade for students in the Office Administrations classes was 92.4%, which is a B+ average. Overall, the students did an excellent job in classes this year.	No changes recommended at this time.	3+
Evidence ability to serve Christ effectively in an office setting by demonstrating an understanding of biblical principles and applying those principles in their daily work.	Internship/Christian service & class assignments	The average score for internships on a scale of 1-4 was 3.7. Students must have an average of 2.7 (B-) in Office Administration classes. I have not received Christian Service feedback yet. An area of weakness tends to be in communication skills.	Reports from the internships were excellent this year. I have not received Christian Service feedback at this time. All students in the internship this spring received 3.0- 4.0 rating for Christian character. I was very pleased with the work ethic, attitudes, and responsible actions of the students. They demonstrated a heart to serve the Lord with excellence.	3+
Demonstrate organizational, decision-making, communication, and social skills. Exhibit personal qualities of neatness, promptness, accuracy, honesty, dependability, initiative, and cooperativeness.	Class assignments/Exams Internship evaluations Christian service evaluations	Overall, students do well academically in Office Administration classes with an average of 3.3 (B+) or better. The weak area continues to be proofreading/language arts. Also, 3-4 of the students need to improve in promptness in submitting assignments on time and arriving at classes on time (which lowers their grades). Also, there were some students who had several absences which affected their final grade.	No changes recommended at this time.	3+

Your Program Goals:

- Demonstrate practical competence for local church discipleship ministries
- Develop a Biblical philosophy of local church ministries
- Develop discipleship and mentoring skills for ministry to various people groups in a local church setting
- Evidence leadership qualities for local church discipleship ministries
- Demonstrate proficiency in various office skills such as keyboarding, computer applications, general office procedures, and basic accounting procedures
- Evidence the ability to serve Christ effectively in office work
- Demonstrate organizational, decision-making, communication, and social skills
- Exhibit personal qualities of neatness, promptness, accuracy, honesty, dependability, initiative, and cooperativeness

College Assessment Scale (see last page for exact conversion charts)

*4 = goal is met with strength

3 = goal is met satisfactorily

2 = goal is only marginally met (plans to address deficiencies must be attached)

1 = goal is not met (plans to address deficiencies must be attached)

Include here your determination of what qualifies a score for each of the measurements above (4-1):

	Capstone	Internship/Project
4	90	90
3	80	80
2	70	70
1	60	60

% of students with a minimum 3.0 as defined above

	Total number of students who participated	Total number of students who achieved a 3.0 or higher	Average score on the College Assessment Scale	% of those who achieved a 3.0 or higher	4 year ave.*
**Capstone	1	6	2	17%	2.7
Internship/Project	6	6	4	100%	3.7

*If there was a low number of graduating seniors in your program (fewer than 5), also give the average of the last 4 years.

**We are unsure of the accuracy of the Capstone exam because of some issues with the OPAC testing program. Most students have done exceptionally well in their course work this year. We may need to consider other options next year for the Capstone exam.