PROAC Form 1 2016-2017

Protocol Route Slip	Name	Title	Initial	Date
Received by PROAC Chair:				
Reviewed by Head of Division:				
Reviewed by Program Chair or Manager:				
Authored by:				

Reviewed by PROAC Member:_____   Date reviewed: _____

NMC MISSION STATEMENT (Column 1)	Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.

INTENDED PROGRAM/SERVICE OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
What will students be able to know, do, think or value because of a given educational experience? (SLO) What will the unit provide, improve, or increase? OR What will the clients be satisfied with, receive or understand? (AUO) Identify outcome as a Student Learning Outcome (SLO) or Administrative Unit Outcome (AUO). Begin SLO's, "Students will…" Begin AUO's, To [verb]…" Priority Initiative- what priority initiative does your outcome link to in the PROA SP 2013-2014?	What are the specific assessment tools that will establish the degree and extent of what is to be achieved? What are our criteria for success? Action Timeline- what month and year will the outcome be completed?	Summarize findings vis-à-vis outcomes, assessment tools, and criteria for success.	Discuss implications of the data in terms of the following: 1) Link to goals, outcomes, tools, data collection and analysis; 2) Improvement plan vis-à-vis student learning; 3) Resources required

PROAC Form 1   Rubric

NMC MISSION STATEMENT (Column 1)	Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.
Program's Expanded Statement of Institution Purpose (ESIP) (Column 1)	**The Expanded Statement of Institutional Purpose of the Business Department is to develop the future business and government leaders of the CNMI and the region by inspiring our diverse student population to reach their full academic, employment, and entrepreneurial potential by providing them with challenging courses and student-oriented learning experiences that will prepare them for rewarding careers in support of the Northern Marianas College mission.**

INTENDED PROGRAM/SERVICE OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
Criteria for Success ☐ indicates course or program level assessment. ☐ aligns with NMC's mission. ☐ **(for SLOs)** states what students will know, do, think, or feel. ☐ **(for AUOs)** states what the unit/program is currently providing that may improve what clients will understand, be satisfied with, **or** receive. ☐ is measurable (can be observed or tested). ☐ is central to the course / program.	*Criteria for Success* ☐ identifies specific assessment method category (course embedded assessment, test, portfolio, standardized test, survey , etc.) for each SLO. ☐ details at least two (2) assessment methods/tools to be used to measure each **SLO.** ☐ identifies specific assessment method category (focus group, survey, etc..) for each **AUO.** ☐ details the assessment method used to measure each **AUO.** **Criteria for Success:** ☐ **(for SLOs)** establishes minimum expected score for success at achieving outcome. ☐ **(for SLOs)** quantifies (% or fraction) of students who are expected to meet minimum score. ☐ **(for AUOs)** establishes minimum expected score for success at achieving outcome. ☐ (for AUOs) quantifies (% or fraction) of clients (or items measures) expected to meet minimum score.	*Criteria for Success* ☐ addresses the means of assessment and criteria for success statement in the Means of Assessment/Criteria for Success section (Column 3 of the Five Column Model). ☐ reports the actual results and compares with the number (%, fraction, actual number) originally expected to meet the minimum score. ☐ highlights key findings from the data.	*Criteria for Success* ☐ aligns with the summary of data in the Summary of Data section (Column 4 of the Five Column Model). ☐ uses present-continuous or past tense. ☐ reports what the unit/program members have done or are doing as a result of the findings. ☐ identifies who has made or is making the changes. ☐ indicates when the recommendation is to be implemented. ☐ indicates when the unit/program may expect to see an impact as a result of the actions taken.

PROAC Form 1   Template

NMC MISSION STATEMENT (Column 1)	Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.

INTENDED PROGRAM/SERVICE OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
1.0   Get onto the Internet and perform searches, read and send email messages, download materials from the Web, or do other activities, like chat, and play music and/or videos;

2.0   Use MS Word to create different types of text documents from short letters to enhanced documents with embedded graphic images to long documents, like reports and term papers;

3.0   Use MS Excel to perform numerical calculations, analyze and summarize data in a table format, summarize data using charts, and embed tables and charts from Excel worksheets into Word documents;

4.0   Use PowerPoint to communicate ideas, findings, and other topics in an electronic slide presentation format;

A.   *General Education Outcome - Crtical thinking: 1.1 Make connections between two or more areas of knowledge and apply learning to daily life experiences.*

B.   *General Education Outcome - Technology and Information Literacy: Collect, organize and present information from various sources, including books, periodicals and the internet.* | 1) More than 60% of students will be able to handle the Internet communication facility for their search, sending documents including customizing features of Windows settings and utilities. Those capabilities will be tested thru homework and 2 tests.
2) More than 60% of students will be able to produce an acceptable and professional **Word** documents using various features and functions available in MS Word. Homework (more than 10) and 1 test will be conducted along with a hand-on practice test with their machine. Especially, Word mail merge function will be tested for handling multi documents with their actual resume and cover letter to apply for their job.
3) More than 60% of students will be able to formulate the basic **Excel** functions thru homework and tests. They will demonstrate the capability of their understanding about the subject thru the hands-on practice | 1) Most students (almost 100% of the resitered students) understood and were able to handle the Internet communication facility for their search, sending documents including customizing features of Windows settings and utilities.
  • Basic understanding and handling about Internet communication facility was practiced and tested thru using Moodle, a course management software and email submissions of students' various assignments. The basic Internet concepts was tested thru written and machine tests with homeworks.
  • Several students attended a seminar, Internet Computing Workshop which was presented by me and Proessor Pak on November 16th, 2013. They learned basic Web site design and development sjills using WordPress
2)

More than 85% of students were able to produce an acceptable and professional Word documents using various features and functions | 1) Based upon the results shown in the data collected, no further assignments or project needed at the time. However, planned dicussions about certain topics with using the search engines will be desired for improving students' understanding about Internet communication and other necessary skills.
2) Re. the WORD subject:
Based upon the results shown in the data collected, more practical and usable projects are desired by focusing on students' future career plan. Not many students were failed in demonstrating their knowledge and skills in WORD

3) Re. the Excel subject:
Based upon the results shown in the data collected, 10 to 15% of the students had hardship in learning Excel functions. About 5% of the students were failed in demonstrating their knowledge and skills in Excel. Instructors need to re-examine the instructional delivery strategy to improve students' outcome. More practices and time allocations are needed. |

C. **Program Learning Outcome** *1- Student will be able to explain current legal, ethical, social, and other environmental factos as they apply to business.* D. **Program Learning Outcome** *2 - Apply various computer applications, including word processing, spreadsheet applications, database, presentation, and other specialized applications to generate, analyze, and present, reports in the various functional areas of business*	assigned in each week. The functions include basic Excel structure and functions, logical test, chart and What-if analysis, PMT functions, etc. One test and 3 home works are planned. 4) More than 60% of students will be able to demonstrate their presentation using **PPT** by following the instructions detailed in each homework assignment. The functions and features will be tested with 1 test during the semester and final project. The functions and features include basic structures and format, slide show, view settings, styles, templates, using pictures and video clips. **A. General Education Outcome - Crtical thinking:** Students will research and perform their capability using a case project, especially with the PPT project assignment. 60% of the students would present a completed PowerPoint presentation with multimedia sources about Professional Career Exploration n project. **B. General Education Outcome - Technology and Information Literacy:** Students will demonstrate their capability through various project and homework assignments about the level of understanding on IT and its literacy. 60% of the students would present their level of understanding on IT and its literacy through the WORD, Excel, and PPT	available in MS Word. Twelve home works, 2 special projects, and 3 tests including written and machine tests were assigned and successfully turned in. Specially, mail merge functions were tested and practiced by their scenario based projects. 5 home works and 2 tests were assigned and conducted. 3) More than 80% of students were able to formulate the basic Excel functions thru homework and tests. Major functions which were tested include basic math and financial formulas; PMT functions, What If Analysis, Goal seek, Vlookup, Charts, and data sets and tables. 3 home works and 2 tests were assigned and conducted. 4) More than 80% of students were able to demonstrate their presentation using MS PPT by following the instructions detailed in each homework assignment. Major functions include presentation design and development, and use of many rich media tools applied in their presentation. 4 home works and 1 special project – professional career plan were assigned and presented by students. In addition, 2 tests were given. **A. General Education Outcome - Crtical thinking:** More than 80% of the students were able to present their level of critical thinking about the course subjects such as IT and its literacy in general and MS WORD, Excel,	4) Re. the PPT subject: Based upon the results shown in the data collected, more practical and usable projects are desired by focusing on students' future career plan. Not many students were failed in demonstrating their knowledge and skills in PPT. However, more rich media tools should applied to the PPT assignments and projects. **A. General Education Outcome - Crtical thinking:** Based upon the results shown in the data collected, students were successful in demonstarting their critical thinking skills. No further actions are planned at this time. **B. General Education Outcome - Technology and Information Literacy:** Based upon the results shown in the data collected, students were successful in demonstarting their critical thinking skills. However, more Web search and practices with the availabel open Internet tool sets. **C. Program Learning Outcome** *1-* Based upon the results shown in the data collected, students understood the general business knowledge and legal, ethical and social aspects of business environment. No specific assignments are planned at this time. D. **P rogram Learning Outcome** *2 –* Based upon the results shown in the data collected, more business oriented analysis cases should be given to enhance their skills.

exams, Practices, Assignments and projects.

C. Program Learning Outcome 1-
Students will demonstrate their capability of business knowledge by formatting their learning subjects using MS Office products. 60% of the students would present their level of understanding on legal, ethical and social aspects of business environment through the WORD, Excel, and PPT exams, Practices, Assignments and projects.

D. *Program Learning Outcome 2 -*
Students will demonstrate their capability of analyzing and presenting their business ideas. 60% of the students would present their level of understanding on business analysis and design aspects of business environment through the WORD, Excel, and PPT exams, Practices, Assignments and projects.

and PPT. 3 tests, 11 class practices, 13 assignments and 1 special project were assigned.

B. General Education Outcome -
Technology and Information Literacy:
- More than 80% of students were able to demonstrate their capability of business knowledge by formatting their learning subjects using MS Office products.
- More than 80% of the students presented their level of understanding on legal, ethical and social aspects of business environment through three WORD, Excel, and PPT exams, 11 class practices, 13 assignments and 1 special project.

C. Program Learning Outcome 1-
- More than 80% of the students demonstrated their capability of business knowledge by formatting their learning subjects using MS Office products.

- More than 80% of the students presented their level of understanding on legal, ethical and social aspects of business environment through three WORD, Excel, and PPT exams, 11 class practices, 13 assignments and 1 special project.

D. *Program Learning Outcome 2 -* More

		than 80% of the students demonstrated their capability of analyzing and presenting their business ideas. More than 80% of the students presented their level of understanding on business analysis and design aspects of business environment through three WORD, Excel, and PPT exams, 11 class practices, 13 assignments and 1 special project.	