

San Joaquin Valley College
PROGRAM ASSESSMENT PLAN
 To be revised at each Program Review

Program	Clinical Medical Administration February 2011
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ALIGNMENT STATEMENTS

<u>Mission Alignment/Program Statement of Purpose</u>	<u>Exemplary</u>
<p>A concise statement outlining the purpose of the program, who it serves, in what ways, and with what result.</p> <p style="padding-left: 40px;">Include a one-two sentence explanation of how this program’s purpose aligns with SJVC’s mission.</p>	<ul style="list-style-type: none"> Identifies stakeholders Clear and concise Specific to the program (identifies what it does that separates it from others) Aligned and consistent with the SJVC mission statement Aligned with professional organization and program-specific bodies, if applicable
<p>Purpose: Successful graduates of SJVC CMA Program will be able to apply appropriate and professional front and back office medical skills, know the medical terminology and function of various body systems, and communicate effectively using verbal and written communication skills. Upon completion of the courses included in the CMA program, students will demonstrate the requisite skills to sit for the national, RMA or NCMA, exams.</p> <p>The CMA program aligns with the SJVC Mission Statement by preparing CMA graduates for professional success. In regards to career-focused assessments and hands-on training. The CMA program identifies and responds to the educational and employment needs of the medical community it serves, by producing well rounded clinical medical assistants.</p> <p>We as CMA instructors are educators, teachers, and mentors. We stay open-minded and humble enough to accept our teaching styles as a work-in-progress; we are committed to the success of every student. . There is no right or wrong way to deliver a lecture, but by incorporating others’ techniques, styles, and constructive criticism, we will be able to provide the best education for our students.</p> <p>I live by this saying: “There is no such thing as staying the same. You’re either striving to get better or allowing yourself to get worse.” By focusing on growth and development, we as teachers will be able to deliver a product and experience that will allow our students to succeed in their careers as clinical medical assistants.</p>	

<u>Values Alignment</u>	<u>Exemplary</u>
<p>The Core Values at SJVC are: Success, Diversity, Community Involvement, Integrity, Excellence and Lifelong Learning.</p> <p style="padding-left: 40px;">Include a one-two sentence explanation of how this program aligns with SJVC’s values.</p>	<ul style="list-style-type: none"> Clear and concise Specific examples are given Aligned with professional accreditation standards, if applicable
<p>Values Alignment: Students will show success in the classroom by demonstrating integrity within the classroom environment, understand the limits of personal knowledge and experience and will demonstrate the intellectual curiosity to actively pursue the acquisition of new knowledge and skills necessary to refine and improve his/her medical practice or to contribute to the scientific body of medical knowledge. Students are encouraged to donate time and efforts within the community by volunteering and using skills learned within their courses with successful contributions to the local communities in which the school is located and within the diverse communities where the students reside.</p>	

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<u>Institutional Learning Outcomes</u>	<u>Exemplary</u>
<p>The Institutional Learning Outcomes (ILOs) at SJVC apply to all students (and employees) regardless of program or position. Our ILOs include having graduates who are confident, educated, professional, skilled, citizens, and communicators.</p> <p>Include a one-two sentence explanation of how this program aligns with SJVC's ILOs.</p>	<ul style="list-style-type: none"> • Clear and concise • Specific description is given • Aligned with professional accreditation standards, if applicable
<p>ILO Alignment: Graduates produced by the CMA program are confident in their front and back office skills by taking and passing the national certification, educated in the clinical medical environment, and skilled in vital signs, ECGs, venipuncture, injections, dosage calculation, specimen collection, CPR and first aid. Using their talents, students demonstrate citizenship by attending classes, volunteering, and within the social settings offered by SJVC, such as ASB and the National Honor society clubs. Students must demonstrate skills in both written and oral communication that can be applied within the career and volunteer environments that they are involved in within their communities.</p>	

OUTCOMES

<u>Program Outcomes</u>	<u>Exemplary</u>
<p>Program Outcomes (PLOs) are the detailed and specific statements about what a student will be able to demonstrate upon completion of the program.</p> <p>Once data are collected on the outcomes that are aligned to these goals, you can illustrate how well each program is contributing to meeting higher level organization goals and strategic planning initiatives.</p> <p>List your Program Outcomes below:</p>	<ul style="list-style-type: none"> • Observable and measurable • Program- specific • Aligned with SJVC ILOs • Aligned with standards presented by respective professional organizations, if applicable • Use action verbs • 3-5 outcomes listed • Outcomes focus on student learning
PLO 1	Apply appropriate and professional office management and supervisory skills in a medical office environment
PLO 2	Perform accurate clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures
PLO 3	Distinguish and explain the function of the various systems of the human body and relate them to common diseases using proper medical terminology
PLO 4	Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the requisite professional exams
PLO 5	Demonstrate the requisite skills to be eligible to take and pass the NCMA (National Certified Medical Assistant) or the RMA (Registered Medical Assistant) exams.
PLO 6	Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to

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	situations in his or her career and personal life.
PLO 7	Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

ASSESSMENT PROCESS

<p>1. Delivery of Outcomes Describe what students do to master the learning outcomes. Indicate all the ways in which students are provided the opportunity to master the learning outcomes. (See Program Curriculum Map).</p> <ul style="list-style-type: none"> • When you identify where the opportunity for the learning resides, you can better determine whether the outcomes will be met in the opportunity provided • This also ensures that you have provided an opportunity for the outcome to be developed, rather than just expecting it to be mastered without actually planning for it to be mastered • Identifying where and how outcomes are delivered also provides reviewers with opportunities to identify where that outcome may be evaluated 	<p>Exemplary</p> <ul style="list-style-type: none"> • Each outcome is provided several opportunities for development before mastery • Each outcome is provided several types of delivery methods
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	Courses	Delivery Methods
Outcome 1	CMA 170	Lecture, text reading, demonstrations, video presentation, computer simulation
Apply appropriate and professional office management and supervisory skills in a medical office environment.	CMA 502	Lecture, text reading, demonstrations, video presentation
	CSS 100	Lecture, handout packets, role-play, video presentations, demonstration
	HTH 500	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	HTH 560	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment

Outcome 2 Perform accurate clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and	CMA 105	Lectures, text reading, role-play, video presentations, demonstration
	CMA 120	Text reading, demonstration, role-play, video presentations, lecture
	CMA 121	Lecture, text reading, demonstration, role-play, video presentations
	CMA 125	Lecture, text reading, demonstration, video presentations
	CMA 141	Lecture, text reading, demonstration, role-play, video presentations

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emergency procedures.	CMA 145	Lecture, text reading, demonstration, role-play, video presentations
	CMA 150	Lecture, text reading, demonstration, role-play, video presentations
	CMA 160	Lecture, text reading, demonstration, role-play, video presentations
	CMA 161	Lecture, text reading, demonstration, role-play, video presentations
	CMA 500	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CMA 502	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	HTH 560	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment

Outcome 3 Distinguish and explain the function of the various systems of the human body and relate them to common diseases using proper medical terminology.	CMA 501	Lecture, text reading, demonstration, video presentations
	HTH 101	Lecture, text reading, demonstration, video presentations
	HTH 102	Lecture, text reading, demonstration, video presentations
	HTH 104	Lecture, text reading, demonstration, video presentations

Outcome 4 Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the requisite professional exams.	CMA 105	Lecture, text reading, demonstration, role-play, video presentations
	CMA 120	Lecture, text reading, demonstration, role-play, video presentations
	CMA 121	Lecture, text reading, demonstration, role-play, video presentations
	CMA 125	Lecture, text reading, demonstration, role-play, video presentations
	CMA 141	Lecture, text reading, demonstration, role-play, video presentations
	CMA 145	Lecture, text reading, demonstration, role-play, video presentations
	CMA 150	Lecture, text reading, demonstration, role-play, video presentations

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	CMA 160	Lecture, text reading, demonstration, role-play, video presentations
	CMA 161	Lecture, text reading, demonstration, role-play, video presentations
	CMA 170	Lecture, text reading, demonstrations, video presentations, computer simulation
	CMA 501	Lecture, text reading, demonstration, role-play, video presentations
	CMA 502	Lecture, text reading, demonstration, role-play, video presentations
	HTH 101	Lecture, text reading, demonstration, video presentations
	HTH 102	Lecture, text reading, demonstration, video presentations
	HTH 104	Lecture, text reading, demonstration, video presentations
	HTH 560	Lecture, text reading, demonstration, video presentations
	CSS 100	Lecture, handout packets, role-play, video presentations, demonstration

	CMA 105	Lecture, text reading, demonstration, role-play, video presentations
Outcome 5	CMA 120	Lecture, text reading, demonstration, role-play, video presentations
Demonstrate the requisite skills to be eligible to take and pass the NCMA (National Certified Medical Assistant) or the RMA (Registered Medical Assistant) exams.	CMA 121	Lecture, text reading, demonstration, role-play, video presentations
	CMA 125	Lecture, text reading, demonstration, role-play, video presentations
	CMA 141	Lecture, text reading, demonstration, role-play, video presentations
	CMA 145	Lecture, text reading, demonstration, role-play, video presentations
	CMA 150	Lecture, text reading, demonstration, role-play, video presentations
	CMA 160	Lecture, text reading, demonstration, role-play, video presentations

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	CMA 161	Lecture, text reading, demonstration, role-play, video presentations
	CMA 170	Lecture, text reading, demonstrations, video presentation, computer simulation
	CMA 501	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CMA 502	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	HTH 101	Lecture, text reading, demonstration, video presentations
	HTH 102	Lecture, text reading, demonstration, video presentations
	HTH 104	Lecture, text reading, demonstration, video presentations
	HTH 560	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CSS 100	Lecture, handout packets, role-play, video presentations, demonstration

Outcome 6 Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.	CMA 105	Lecture, text reading, demonstration, video presentations
	CMA 120	Lecture, text reading, demonstration, role-play, video presentations
	CMA 121	Lecture, text reading, demonstration, role-play, video presentations
	CMA 125	Lecture, text reading, demonstration, role-play, video presentations
	CMA 141	Lecture, text reading, demonstration, role-play, video presentations
	CMA 145	Lecture, text reading, demonstration, role-play, video presentations
	CMA 150	Lecture, text reading, demonstration, role-play, video presentations
	CMA 160	Lecture, text reading, demonstration, role-play, video presentations
	CMA 161	Lecture, text reading, demonstration, role-play, video presentations
	CMA 170	Lecture, text reading, demonstrations, video presentation, computer simulation

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	CMA 501	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CMA 502	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	HTH 101	Lecture, text reading, demonstration, video presentations
	HTH 102	Lecture, text reading, demonstration, video presentations
	HTH 104	Lecture, text reading, demonstration, video presentations
	HTH 560	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CSS 100	Lecture, handout packets, role-play, video presentations, demonstration

	CMA 105	Lecture, text reading, demonstration, role-play, video presentations
	CMA 120	Lecture, text reading, demonstration, role-play, video presentations
	CMA 121	Lecture, text reading, demonstration, role-play, video presentations
	CMA 125	Lecture, text reading, demonstration, role-play, video presentations
Outcome 7	CMA 141	Lecture, text reading, demonstration, role-play, video presentations
Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.	CMA 145	Lecture, text reading, demonstration, role-play, video presentations
	CMA 150	Lecture, text reading, demonstration, role-play, video presentations
	CMA 160	Lecture, text reading, demonstration, role-play, video presentations
	CMA 161	Lecture, text reading, demonstration, role-play, video presentations
	CMA 170	Lecture, text reading, demonstrations, video presentation, computer simulation
	CMA 501	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CMA 502	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment

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	HTH 101	Lecture, text reading, demonstration, video presentations
	HTH 102	Lecture, text reading, demonstration, video presentations
	HTH 104	Lecture, text reading, demonstration, video presentations
	HTH 560	Hands on demonstrations of competencies, techniques, and procedures in the clinical or practical environment
	CSS 100	Lecture, handout packets, role-play, video presentations, demonstration

2. Evidence This section is not intended to include detailed research methodology. It is intended to describe the tools and methods you will use to collect the evidence to evaluate the outcomes of the program. Include the following:					Exemplary	
					<ul style="list-style-type: none"> • Outcomes have multiple measures • Multiple direct and indirect measures; emphasis on direct • Multiple summative and formative measures • Assessment instruments are clearly described • Assessment instruments reflect good methodology • Achievement Target is identified for each measure 	
	Evaluation Method or Tool	Direct or Indirect	Summative or Formative	Criteria (Rubric)	Achievement Target	Data Collection Method
PLO 1 Apply appropriate and professional office management and supervisory skills in a medical office environment.	CMA 170 HIPAA newsletter research project/presentation	D	F & S	CMA 170 rubric for HIPAA newsletter research paper	Level 3 on the 4 point rubric	eCourses
	Clinical performance assessment	D	S	Holistic scoring and Skill assessment sheets	100% of questions/skills correct	Skill assessment sheets (TBD 5.2011)
	Resume and portfolio completion	D	S	Holistic scoring	100% of questions/skills correct	eCourses (TBD 5.2011)
	MSWord, Medisoft and EHR Completion	D	F & S		85% of questions correct	Spreadsheet
PLO 2 Perform accurate clinical skills such as taking vital signs,	CMA 105 First Aid Kit Research project /presentation and clinical performance assessment	D	F & S	CMA 105 rubric for First Aid Kit project (TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)

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dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures.	CMA 120 Hematology Research project /presentation and cell project skill assessment	D	F & S	CMA 120 rubric for Hematology research paper(TBD 5.2011) and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 121 Hematology research project/presentation and cell project skill assessment	D	F & S	CMA 121 rubric for Hematology research paper(TBD 5.2011) and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 125 Hematology research project/presentation and cell project skill assessment	D	F & S	CMA 125 rubric for Hematology research paper(TBD 5.2011) and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 141 nutritional journal project and clinical skill assessment	D	F & S	CMA 141 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 145 nutritional journal project and clinical skill assessment	D	F & S	CMA 145 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 150 nutritional journal project and clinical skill assessment	D	F & S	CMA 150 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 160 Pharmaceutical products research project/presentation and clinical skill assessment	D	F & S	CMA 160 rubric for Pharmaceutical products research project/presentation(TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 161 Pharmaceutical products research project/presentation and clinical skill assessment	D	F & S	CMA 161 rubric for Pharmaceutical products research project/presentation(TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	Clinical performance assessment	D	S	Skill assessment sheets	85% of questions correct	Skill assessment sheets
	Clinical performance assessment	D	F & S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets

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	Clinical performance assessment	D	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
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PLO 3 Distinguish and explain the function of the various systems of the human body and relate them to common diseases using proper medical terminology.	Medical Assisting National Exam standardized assessment	D	F			Skill assessment sheets
	HTHA101 research paper of diseases and disorders	D	F & S	HTH 101 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	HTH 102 research paper of diseases and disorders	D	F & S	HTH 102 rubric for diseases and disorders research paper	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	HTH 104 research paper of diseases and disorders	D	F & S	HTH 104 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses

PLO 4 Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the requisite professional exams.	CMA 105 rubric for First Aid Kit project and clinical performance assessment	D	F & S	CMA 105 rubric for First Aid Kit project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 120 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 120 rubric for Hematology research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 121 hematology Research project /presentation and clinical performance assessment	D	F & S	CMA 121 rubric for Hematology research paper(TBD 5.2011) and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 125 hematology research project /presentation and Clinical performance assessment	D	F & S	CMA 125 rubric for Hematology research paper (TBD 5.2011)and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 141 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 141 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 145 nutritional journal	D	F & S	CMA 145 rubric for	Level 3 on the 4 point	eCourses and Skill

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project /presentation and clinical performance assessment			nutritional journal project(TBD 5.2011), Skill assessment sheets	rubric 85% of questions correct	assessment sheets(TBD 5.2011)
CMA 150 nutritional journal research project /presentation and clinical performance assessment	D	F & S	CMA 150 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
CMA 160 pharmaceutical products research project /presentation and clinical performance assessment	D	F & S	CMA 160 rubric for Pharmaceutical products research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
CMA 161 pharmaceutical products research project /presentation and clinical performance assessment	D	F & S	CMA 161 rubric for Pharmaceutical products research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
CMA 170 HIPAA research project /presentation; MSWord, Medisoft and EHR Completion Computer stimulations	D	F & S	CMA 170 rubric for HIPAA Newsletter research paper (TBD 5.2011), Word, Medisoft and EHR Completion	Level 3 on the 4 point rubric	eCourses and Skill assessment sheets(TBD 5.2011)
Medical Assisting National Exam standardized assessment	D	F & S		100% of questions/skills correct	Skill assessment sheets
Clinical performance assessment	D	F & S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
HTH research paper of diseases and disorders	D	F & S	HTH 101 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
HTH 102 research paper of diseases and disorders	D	F & S	HTH 102 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
HTH 104 research paper of diseases and disorders	D	F & S	HTH 104 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
Clinical performance assessment	I	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
Resume and portfolio completion	D	S	Holistic scoring	100% of	Skill assessment sheets

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					questions/skills correct	
PLO 5 Demonstrate the requisite skills to be eligible to take and pass the NCMA (National Certified Medical Assistant) or the RMA (Registered Medical Assistant) exams.	CMA 105 First Aid Kit Research project /presentation and clinical performance assessment	D	F & S	CMA 105 rubric for First Aid Kit project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 120 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 120 rubric for Hematology research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 121 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 121 rubric for Hematology research paper (TBD 5.2011)and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 125 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 125 rubric for Hematology research paper (TBD 5.2011)and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 141 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 141 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 145 nutritional journal project /presentation and Clinical performance assessment	D	F & S	CMA 145 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 150 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 150 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 160 pharmaceutical products research project /presentation and clinical performance assessment	D	F & S	CMA 160 rubric for Pharmaceutical products research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 161 pharmaceutical products research project /presentation and Clinical performance assessment	D	F & S	CMA 161 rubric for Pharmaceutical products research project/presentation(TBD	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)

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				5.2011), Skill assessment sheets		
	CMA 170 HIPAA newsletter research project /presentation and MSWord, Medisoft and EHR Completion Computer stimulations	D	F & S	CMA 170 rubric for HIPAA newsletter research paper(TBD 5.2011), Word, Medisoft and EHR Completion	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	Medical Assisting National Exam Standardized assessment	D	F & S		100% of questions/skills correct	Skill assessment sheets
	Clinical performance assessment	D	F & S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
	HTH101 research paper of diseases and disorders	D	F & S	HTH 101 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	HTH 102 research paper of diseases and disorders	D	F & S	HTH 102 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	HTH 104 research paper of diseases and disorders	D	F & S	HTH 104 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	Clinical performance assessment	D	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
	Resume and portfolio completion	D	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets

PLO 6 Relate and apply concepts of communication, reasoning , critical analysis, ethical, behaviors and appropriate interpersonal interactions to situation in his or her career and personal; life.	CMA 150 First Aid Kit Research project /presentation and clinical performance assessment	D	F & S	CMA 105 rubric for First Aid Kit project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 120 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 120 rubric for Hematology research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA121 research project /presentation and clinical performance assessment	D	F & S	CMA 121 rubric for Hematology research paper (TBD 5.2011)and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA125 hematology research	D	F & S	CMA 125 rubric for	Level 3 on the 4 point	eCourses and Skill

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	project /presentation and clinical performance assessment			Hematology research paper(TBD 5.2011) and Cell project Skill assessment sheets	rubric 85% of questions correct	assessment sheets(TBD 5.2011)
	CMA141 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 141 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA145 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 145 rubric for nutritional journal project(TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA150 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 150 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA160 pharmaceutical products research project /presentation and clinical performance assessment	D	F & S	CMA 160 rubric for Pharmaceutical products research project/presentation(TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA161 pharmaceutical products research project /presentation and clinical performance assessment	D	F & S	CMA 161 rubric for Pharmaceutical products research project/presentation(TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA170 HIPAA newsletter research project /presentation and MSWord, Medisoft and EHR Completion Computer stimulations	D	F & S	CMA 170 rubric for HIPAA newsletter research paper (TBD 5.2011), Word, Medisoft and EHR Completion	Level 3 on the 4 point rubric	eCourses and Skill assessment sheets(TBD 5.2011)
	Medical Assisting National Exam Standardized assessment	D	F & S		100% of questions/skills correct	NCCT Standardized assessment
	Clinical performance assessment	D	F & S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
	HTH101 research paper of diseases and disorders	D	F & S	HTH 101 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	HTH102 research paper of diseases and disorders	D	F & S	HTH 102 rubric for diseases and disorders	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)

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				research paper(TBD 5.2011)		
	HTH104 research paper of diseases and disorders	D	F & S	HTH 104 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
	Clinical performance assessment	I	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
	Resume and portfolio completion	D	S	Holistic scoring	100% of questions/skills correct	eCourses

PLO 7 Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.	CMA105 First Aid Kit research project /presentation and clinical performance assessment	D	F & S	CMA 105 rubric for First Aid Kit project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA 120 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 120 rubric for Hematology research project/presentation(TBD 5.2011) Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA121 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 121 rubric for Hematology research paper (TBD 5.2011) and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA125 hematology research project /presentation and clinical performance assessment	D	F & S	CMA 125 rubric for Hematology research paper (TBD 5.2011)and Cell project Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA141 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 141 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA145 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 145 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA150 nutritional journal project /presentation and clinical performance assessment	D	F & S	CMA 150 rubric for nutritional journal project(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
	CMA160 pharmaceutical	D	F & S	CMA 160 rubric for	Level 3 on the 4 point	eCourses and Skill

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products research project /presentation and Clinical performance assessment			Pharmaceutical products research project/presentation(TBD 5.2011), Skill assessment sheets	rubric 85% of questions correct	assessment sheets(TBD 5.2011)
CMA161 pharmaceutical products research project /presentation and Clinical performance assessment	D	F & S	CMA 161 rubric for Pharmaceutical products research project/presentation(TBD 5.2011), Skill assessment sheets	Level 3 on the 4 point rubric 85% of questions correct	eCourses and Skill assessment sheets(TBD 5.2011)
CMA170 HIPAA newsletter Research project /presentation and MSWord, Medisoft and EHR Completion Computer stimulations	D	F & S	CMA 170 rubric for HIPAA newsletter research paper(TBD 5.2011), Word, Medisoft and EHR Completion	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
Medical Assisting National Exam Standardized assessment	D	F & S		100% of questions/skills correct	Skill assessment sheets
Clinical performance assessment	D	F & S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
HTH101 research paper of diseases and disorders	D	F & S	HTH 101 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
HTH102 research paper of diseases and disorders	D	F & S	HTH 102 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
HTH104 research paper of diseases and disorders	D	F & S	HTH 104 rubric for diseases and disorders research paper(TBD 5.2011)	Level 3 on the 4 point rubric	eCourses(TBD 5.2011)
Clinical performance assessment	D	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets
Resume and portfolio completion	D	S	Holistic scoring	100% of questions/skills correct	Skill assessment sheets

<p>3. Implementation</p> <p>This section is the planning section for the implementation of the assessment process. Remember that you don't have to evaluate everything you do every year. You can evaluate some outcomes in even years and other outcomes in odd years, thus creating a multi-year assessment plan.</p> <ul style="list-style-type: none"> Outline the timeline for implementation; include which years each outcome will be 	<p>Exemplary</p> <ul style="list-style-type: none"> A manageable and sustainable timeline is defined Each outcome is assessed within a two year period Teams for data interpretation and Annual Report writing include faculty members and other pertinent stakeholders
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assessed. <ul style="list-style-type: none"> • Include which year your program review will be held where all prior outcomes data results will be reviewed for a holistic program discussion and where program recommendations and decisions will be made for improvement. • Identify which faculty and program stakeholders will be participating in interpreting the data and writing the Annual Report. 			<ul style="list-style-type: none"> • An owner who is responsible for the completion of data interpretation and Annual Report writing is defined. 		
	Outcome assessment timeline	Data Interpretation Team members	Data Interpretation Owner	Annual Report Writing Team Members	Annual Report Writing Owner
Outcome 1	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais
Outcome 2	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais
Outcome 3	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais
Outcome 4	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais
Outcome 5	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais

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Outcome 6	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais
Outcome 7	June 2011	Assessment Coordinator: Sue DeLong, Christine Morgan, Alaine Johnson, Lacy Malouf and SJVC CMA Faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais	Assessment Coordinator: Alaine Johnson, Lacy Malouf, Todd Gervais and CMA faculty	Assessment Coordinator: Alaine Johnson, Lacy Malouf and Todd Gervais
Program Review Years	Years		Biennial Report due:	June 2011	

COMMUNICATION

4. <u>Communication of Results</u> This section identifies how results will be disseminated and communicated to stakeholders and who those stakeholders are: <ul style="list-style-type: none"> • Advisory Board members • Professional organizations • Programmatic –bodies • Potential employers; etc. Assessment data can be publicized through websites; meetings like Advisory Boards and curriculum parties; etc.		<u>Exemplary</u> <ul style="list-style-type: none"> • Includes a comprehensive list of stakeholders who need the program assessment data • Best methods of communicating with said stakeholders is listed • When communication will occur and who will complete the communication process 	
Stakeholders	Methods of Communication	Completion Date	Owner
Advisory Board	Annual report on SJVC website; email notification of report availability and location	June 15, 2011	
History Faculty	Annual report on SJVC website; email notification of report availability and location	June 15, 2011	

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Management teams for all campuses	Annual report on SJVC website; email notification of report availability and location	June 15, 2011	
Curriculum party	Annual report on SJVC website; email notification of report availability and location	September 22, 2011	