

### 2005 Assessment Results

Office of the Vice President for Academic Affairs

All College Day August 15, 2005

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n=84

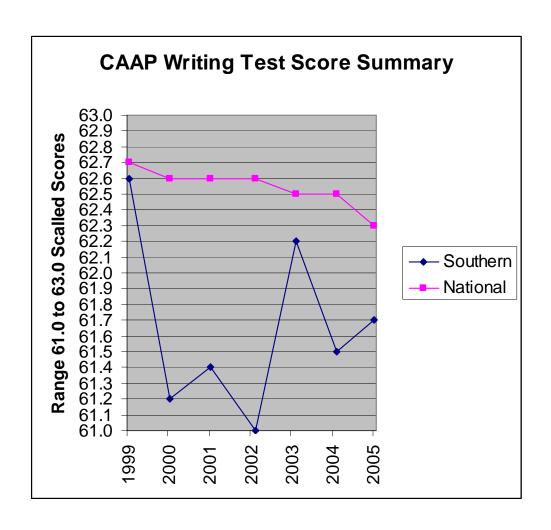
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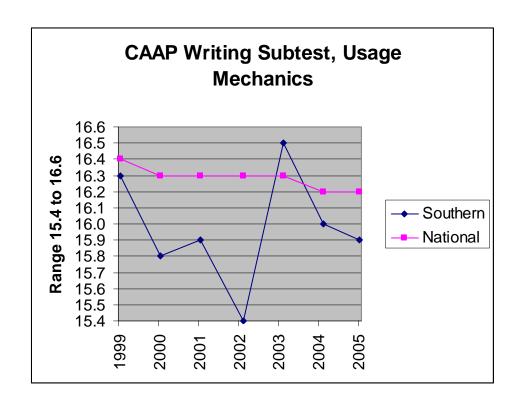
	Writing		<u>Usage/Mechanics</u>	Rhetorical	
	National Mean	62.3	16.2	16.2	
	Southern Mean	61.7	15.9	15.9	
	National Standard Deviation	4.7	2.3	2.5	
_					
	Math		Basic Algebra	College Algebra	Range
	National Mean	56.1	14.2	14.1	5-25
	Southern Mean	54.4	12.8	13.6	
	National Standard Deviation	3.6	2.3	2.1	
	Reading		Arts/Literature	Social Sciences	
	National Mean	60.4	14.8	15.4	
	Southern Mean	59.5	14.4	15.0	
	National Standard Deviation	5.3	2.6	2.7	
	Critical Thinking		No Sub Tests		
	National Mean	60.5			
	Southern Mean	59.5			
	National Standard Deviation	5.4			

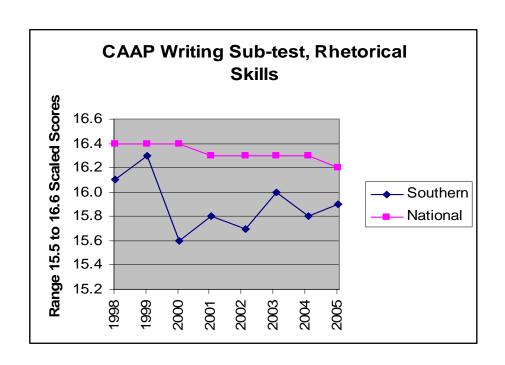
#### COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY

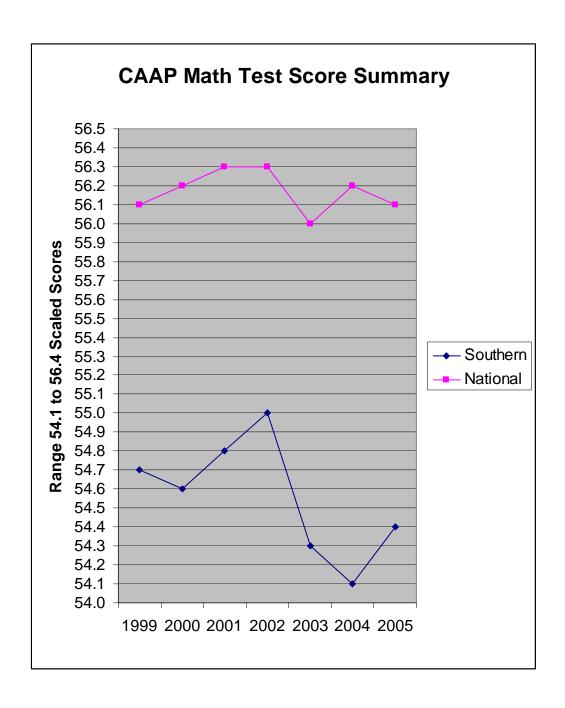
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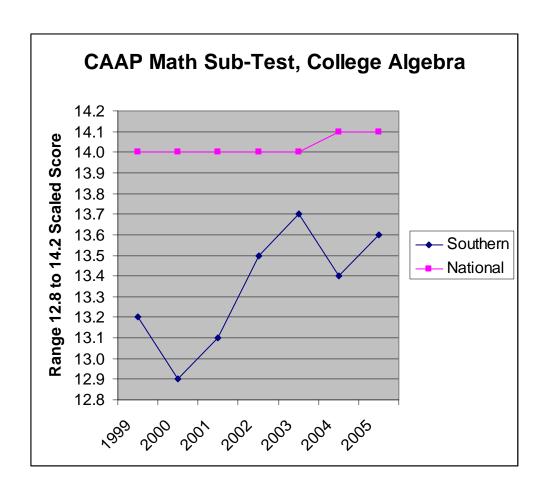
SCORES 2005

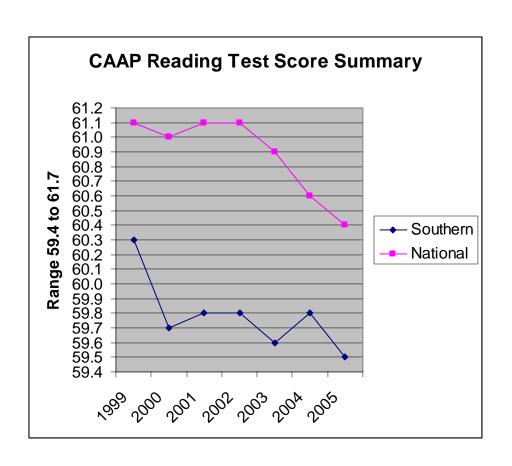


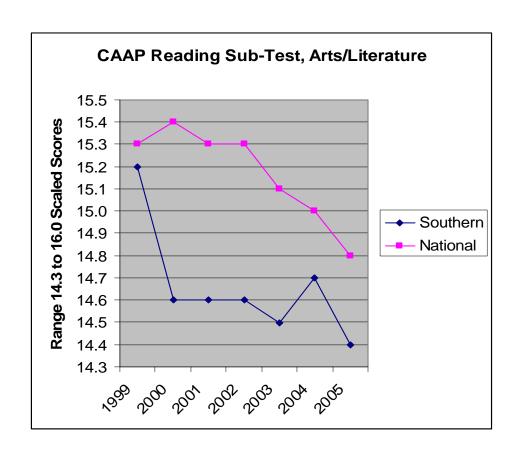


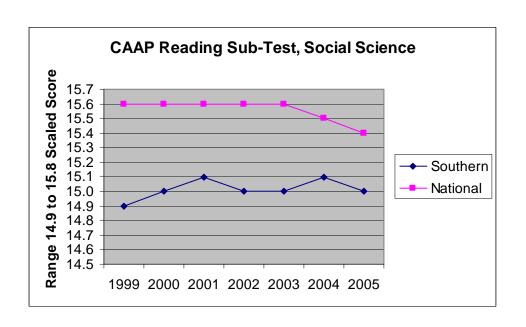


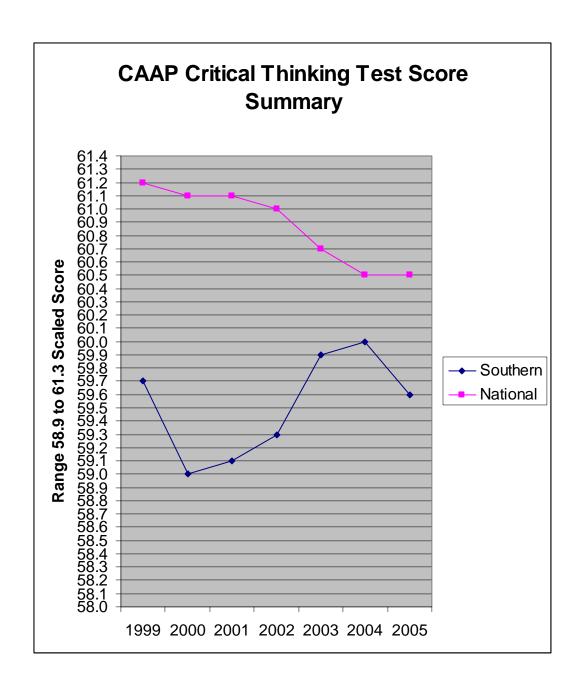


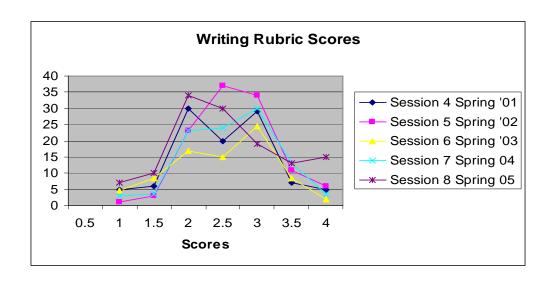


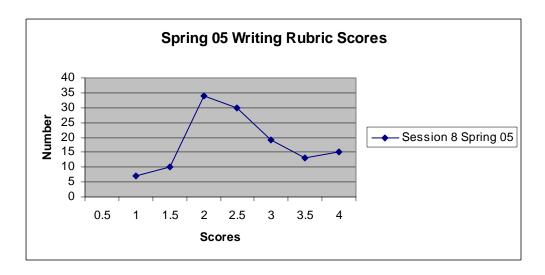












Work Keys SUMMARY 2005

# Work Keys Summary Spring 2005 Negotiated Level: 83.30%

Program AAS	#Pass	#Taken	%Passed
Early Childhood Development	6	12	50%
Information Technology	3	5	60%
Electrical Engineering Technology	0	1	0%
Criminal Justice			
Law Enforcement	6	8	75%
Corrections	4	7	57%
Radiological Technology	15	16	94%
Surgical Technology	8	9	89%
Medical Laboratory Technology	4	16	25%
Nursing	73	76	96%
Business Administration			
Small Business Management	1	3	33%
Marketing			
General Business	24	41	59%
Health Care Management	2	3	66%
Business Accounting	20	24	83%
Office Information Technology			
Medical	4	8	50%
Legal	1	1	100%
Administrative	1	2	50%
Computer Information Systems	1	3	33%
PC Support Specialist	1	2	50%
Technical Studies-Applied	1	1	100%
Totals	175	238	73.5%

Those in gray failed to meet negotiated levels.

Students must have successfully met negotiated levels on all three parts to be considered successful.

# Work Keys Summary--Continued Spring 2005 Negotiated Level: 83.30%

Program Certificate	#Pass	#Taken	%Passed
Health Care Technology			
Electrocardiography	2	4	50%
Medical Laboratory Assistant	10	13	77%
Secretarial Science	1	1	100%
Totals	13	18	72%

Ducaman AAS and Cartificate	#Pass	#Taken	%Passed
Program – AAS and Certificate			
Early Childhood Development	6	12	50%
Information Technology	3	5	60%
Electrical Engineering Technology	0	1	0%
Criminal Justice		_	
Law Enforcement	6	8	75%
Corrections	4	7	57%
Radiological Technology	15	16	94%
Surgical Technology	8	9	89%
Medical Laboratory Technology	4	16	25%
Nursing	73	76	96%
Business Administration			
Small Business Management	1	3	33%
Marketing			
General Business	24	41	59%
Health Care Management	2	3	66%
Business Accounting	20	24	83%
Office Information Technology			
Medical	4	8	50%
Legal	1	1	100%
Administrative	1	2	50%
Computer Information Systems	1	3	33%
PC Support Specialist	1	2	50%
Technical Studies-Applied	1	1	100%
Health Care Technology			20070
Electrocardiography	2	4	50%
Medical Laboratory Assistant	10	13	77%
Secretarial Science	1	1	100%
Totals	188	256	73.4%

Those in gray failed to meet negotiated levels.

Students must have successfully met negotiated levels on all three parts to be considered successful.

Work Keys Results by Degree/Certificate

### Division: Business/Public Administration Certificates

#### 02—Secretarial Science

n=1

Min. AM (4) Min LI (4) Min. RFI (4) 1--100% 1 - 100% 1 - 100% All Areas—1--100%

Certificate 02—Secretarial Science

Major Gender Ethnicity AM LI RFI All Three Areas 2 f w 5 4 5

n=1

 Standards
 4
 4
 4

 % Met
 100%
 100%

 Distribution
 1--5
 1--4
 1--5

 100%

Business Accounting (major 540)

n=24

Min. AM (4) Min. LI (4) Min. RFI (4) 22 – 92% 21 – 88% 24 – 100% Min. All Areas 20 - 83%

				20	0570				
Major		Gender	Ethnicity	AM	LI		RFI		All Three Areas
,	540	f	w		5	3		5	U
	540	f	w		5	4		7	S
	540	f	w		6	5		6	S
	540	f	w		5	4		6	S
	540	f	W		5	4		5	S
	540	m	W		5	5		5	S
	540	f	W		5	6		5	S
	540	f	W		6	4		6	S
	540	f	W		5	4		5	S
	540	f	W		5	4		5	S
	540	f	W		3	3		5	U
	540	m	W		5	4		6	S
	540	f	W		5	4		5	S
	540	f	W		3	4		5	U
	540	f	W		5	4		5	S
	540	f	W		6	5		6	S
	540	f	W		5	4		5	S
	540	f	W		5	5		7	S
	540	f	W		6	5		6	S
	540	f	W		5	5		6	S
	540	f	W		4	3		4	U
	540	f	W		6	5		7	S
	540	f	W		4	4		5	S
	540	m	W		5	4		5	S

	1	19	102	132	
Mean	4	4.9	4.25	5.5	
Distribution	23	33			
	24	134	14		
	155	75	13	5	
	56	16	76		
			37		
Standard		4	4	4	
	22/24=92	2% 21/24	L=88% 24/2	4=100%	20/24=83%

Business Administration: Health Care Management Option (major 541)

				,		_	,			
					n:	=3				
	N	Iin. AM	(5)	]	Min.	LI (4	4)	M	[in. ]	RFI (5)
2 - 67%			2 - 67%			2	2 - 67%			
				Mi	n. A	ll Ar	eas			
					2 –	67%				
Major		Gender	Ethnicity	AM		LI		RFI		All Three Areas
	541	m	W		6		5		6	S
	541	f	W		3	<3			4	U
	541	f	W		5		4		7	S
					14		9		17	

	14	9	17	
Mean	4.6	3	5.6	
Distribution		1<3		
	13			
		14	14	
	15	15		
	16		16	
			17	
Standard	5	4	5	
Competency	2/3=67%	2/3=67%	2/3=67%	2/3=67%

Business Administration: General Business Option (major 542)

n=41

Min. AM (5) Min. LI (4) Min. RFI (5) 29 – 71% 33 – 80% 32 – 78% Min. All Areas 24 – 59%

			24 - 5	9%			
							All Three
Major	Gender	Ethnicity	AM	LI	RFI		Areas
542	f	W		5	4	5	S
542	m	aa		5	4	5	S
542	f	W		5	4	5	S
542	f	W		5	4	6	S
542	f	W		5	5	7	S
542	f	W		6	4	5	S
542	f	W		5	4	5	S
542	f	W		6	6	6	S
542	f	W		5	4	5	S
542	f	W		6	5	6	S
542	f	W		6	4	5	S
542	f	W		5	4	5	S
542	f	W		6	5	7	S
542	f	W		5	4	6	S
542	f	W		5	4	5	S
542	f	W		6	5	6	S
542	f	W		5	4	5	S
542	f	W		7	5	6	S
542	f	W		6	4	7	S
542	m	0		5	4	5	S
542	m	W		5	4	6	S
542	f	W		5	4	5	S
542	f	W		5	5	5	S
542	f	W		5	4	6	S
542	f	W		4	4	5	U
542	f	W		5	4	4	U
542	f	W		4	3	5	U
542	f	W		4	4	5	U
542	m	W		4	4	5	U
542	m	W		4	4	4	U
542	f	W		5	4	4	U
542	f	W		5	3	4	U
542	f	W		4 <3		4	U
542	m	W		5	3	5	Ū
542	f	W		3	4	5	Ū
542	f	W		3	4	5	U

542	f	aa	<3		<3			3	U
542	f	W		5	na		na		U
542	m	W		4		4		4	U
542	f	W	<3		<3			4	U
542	f	W		4		3		5	U

		192		152		205	
Mean		4.7		3.7		5	
			1na		1na		
Distribution	2<3		3<3				
	23		43		13		
	84		264		74		
	215		65		215		
	76		16		86		
	17				37		
Standard		5		4		5	
Competency	29/41=7	71%	33/41=	-80%	32/41=	78%	24/41=59%

Business Administration: Small Business Management Option (major 544)

 $\begin{array}{ccc} & & & & & \\ \text{Min. AM (5)} & \text{Min. LI (4)} & & \text{Min. RFI (5)} \\ & & & 2-67\% & & 1-33\% \\ & & & & \text{Min. All Areas} \\ & & & 1-33\% \end{array}$ 

Major	Gender	Ethnicity	AM		LI	RFI		All Three Areas
544	f	W		5	3	3	4	U
544	m	W		5	2	4	5	S
544	m	W		5	4	4	4	U

Mean	15 5	11 3.7	13 4.3	
Distribution	35	13 24	24 15	
Standard Competency	5 3/3=100%	2/3- 67%	5 1/3=33%	1/3=33%

Office Information Technology: Administrative Option (major 557)

		Min. AM (4) 2– 100%		n=2 Min. LI (4) 1-50% Min. Both 1 – 50%	Min. RFI (4) 2 – 100%				
Major 557	Gender f	Ethnicity w	AM	LI 5	3	RFI	5	All Three Areas U	
557	f	W		5	4		6	S	

	10	7	11	
Mean	5	3.5	5.5	
Distribution		13		
		14		
	25		15	
			16	
Standard	4	4	4	
Competency	2/2=100%	1/2=50%	2/2=100%	1/2=50%

Office Information Technology: Legal Option (major 558)

 $\begin{array}{cccc} & & & & & & \\ \text{Min. AM (4)} & \text{Min. LI (4)} & & \text{Min. RFI (4)} \\ 1-100\% & & 1-100\% & & 1-100\% \\ & & & \text{Min. All Areas} \\ & & 1-100\% & & \end{array}$ 

5 7 Mean 6 Distribution 1--5 1--6 1--7 Standard 1/1-1/1-1/1-1/1-Competency 100% 100% 100% 100%

Office Information Technology: Medical Option (major 559)

n=8 Min. AM (4) Min. LI (4) Min. RFI (4) 6 - 75% 5 - 63% 8 - 100% Min. All Areas 4 - 50%

Major	Gender	Ethnicity	AM		LI		RFI		All Three Areas
559	f	W		3		5		6	U
559	f	W		4		3		4	U
559	f	W		5		4		5	S
559	f	W		3		3		4	U
559	f	W		5		5		6	S
559	f	W		5		3		5	U
559	f	W		5		4		5	S
559	f	W		5		4		5	S

	35	31	40	
Mean	4.4	3.9	5	
Distribution	23	33		
	14	34	24	
	55	25	45	
			26	
Standard	4	4	4	
Competency	6/8=75%	5/8=63%	8/8=100%	4/8=50%

Criminal Justice: Corrections (major 591)

n=7
Min. AM (4) Min. LI (4) Min. RFI (5)
6 - 86% 5-71% 6-86%
Min. All Areas
4 - 57%

							All
							Three
Major	Gender	Ethnicity	AM	LI	RFI		Areas
591	f	W		4	3	5	U
591	f	W		5	4	5	S
591	m	W		5	4	6	S
591	f	W		5	6	5	S
591	f	W	<3		3	5	U
591	f	W		5	4	7	S
591	m	W		5	4	4	U

	29	28	37	
Mean	4.1	4	5.3	
Distribution	1<3			
		23		
	14	44	14	
	55	16	45	
			16	
			17	
Standard	4	4	5	
Competency	6/7=86%	5/7=71%	6/7=86%	4/7=57%

Criminal Justice: Law Enforcement (major 592)

n=8

Min. AM (4) Min. LI (4) Min. RFI (5) 8 – 100% 7– 88% 6– 75% Min. All Areas

Min. All Areas 6 – 75%

Major	Gender	Ethnicity	AM		П		RFI		All Three Areas
•		•	,					_	
592	m	W		4	<3			3	U
592	m	W		4		4		5	S
592	m	W		5		4		4	U
592	m	h		4		4		5	S
592	m	W		5		4		5	S
592	m	W		5		4		5	S
592	m	W		5		5		5	S
592	m	W		4		4		6	S

	36	29	38	
Mean	4.5	3.6	4.8	
Distribution				
		1<3		
			13	
	44	64	14	
	45	15	55	
			16	
Standard	4	4	5	
Competency	8/8=100%	7/8=88%	6/8=75%	6/8=75%

#### Division: Allied Health Certificates

Electrocardiography Option (major 011)

n=4

Min. AM (4) Min. LI (4) Min. RFI (4) 2 – 50% 3–75% 3–75% 3–75% Min. All Areas 2 – 50%

Major	Gender	Ethnicity	AM	LI	RFI	All Three Areas
11	m	W	<3	4	5	U
11	m	W	3	3	<3	U
11	f	W	5	4	4	S
11	m	W	5	4	4	S
			13	15	13	
Mean			3.25	3.75	3.25	
Distribution	n		1<3		1<3	
			13	13		
				34	24	
			25		15	4U
						8S
Standard			4	4	4	
Competen	су		2/4=50%	3/4=75%	3/4=75%	2/4=50%

#### **Division: Allied Health Certificates**

Medical Lab Assistant (major 012)

n=13

Min. AM (4) Min. LI (4) Min. RFI (4) 11 - 85%12-92% 13-100% Min. All Areas

10 - 77%

Major 12 12 12 12 12 12 12	Gender f f f f f f	Ethnicity w w w w w	AM 3 4 5 3 5 5	LI 4 4 5 4 4 5 5	RFI 5 5 5 5 7 6	All Three Areas U S S U S S U S S
12 12	m f f	W W W	5 5 6 6	4 4 5 4	4 6 5 6	S S S S
12 12	f f f	w w w	4 5 5	3 4 4	5 5 5	U S S
- - -			61	54	69	10S, 3U 85%
MEAN			4.7	4.1	5.3	S 15% U
Distribution	n		23 24 75 26	13 94 35	14 85 36	43 134 185 56 10S, 3
Standard Competen	су		4 11/13=85%	4 12/13=92%	17 4 13/13=100%	17 U 77%S 23%U

Surgical Technology (major 441) n=9

Min. LI (4) Min. RFI (4) Min. AM (4) 9 – 100% 8-89% 9-100% Min. All Areas 8 - 89%

Major 441 441 441 441 441 441 441	Gender f f f f f f f f	Ethnicity w w w w w w w w w	АМ	5 5 5 4 4 5 5 5 4	LI	5 4 3 4 4 4 4	RFI	6 5 6 4 6 5 5 5 5 5	All Three Areas S S U S S S S S
				42		36		47	
Mean				4.6		4		5.2	
Distribution	on				13				
			34		74		14		
			65		15		55		
							36		
Standard				4		4		4	
Compete	ncy		9/9=10	00%	8/9=8	9%	9/9 = 1	00%	8/9=89%

Medical Lab Technology (major 442)

n=16

Min. AM (5) 13 – 81%

Min. LI (5) 4– 25% Min. RFI (5) 12–75%

Min. All Areas 4-25%

Major	Gender	Ethnicity	AM		LI		RFI		All Three Areas
442	f	W		5		4		4	U
442	f	W		5		5		5	S
442	f	W		4	<3			4	U
442	f	W		5		4		5	U
442	m	W		5		4		5	U
442	f	W		3		3		5	U
442	f	W		5		5		5	S
442	f	W		5		5		5	S
442	f	W		5		5		6	S
442	f	W		5		4		4	U
442	f	W		5		4		6	U
442	f	W		6		4		4	U
442	f	W		4		4		5	U
442	f	W		5		4		6	U
442	f	W		5		4		5	U
442	f	W		5		4		5	U

	77	63	79	
Mean	4.8	3.9	4.9	
Distribution		1<3		
	13	13		
	24	104	44	
	125	45	95	
	16		36	
Standard	5	5	5	
Competency	13/16=81%	4/16=25%	12/16=75%	4/16=2

Radiologic Technology (major 469)

n=16

Min. AM (4) Min. LI (4) Min. RFI (5) 16 – 100% 15– 94% 15–94% Min. All Areas

15 – 94%

									All Three
Major	Gender	Ethnicity	AM		LI		RFI		Areas
469	f	W		5		4		5	S
469	m	W		7		6		6	S
469	m	W		5		4		5	S
469	f	W		5		5		5	S
469	f	W		5		4		5	S
469	f	W		6		4		6	S
469	f	W		6		5		5	S
469	m	W		5	na		na		U
469	f	W		6		5		7	S
469	f	W		6		6		5	S
469	f	W		5		4		6	S
469	f	W		5		5		6	S
469	f	W		5		4		5	S
469	f	W		5		5		6	S
469	f	W		5		4		6	S
469	m	W		6		4		6	S
				87		69		84	
B 4				- 4		4 0			

	87	69	84	
Mean	5.4	4.3	5.3	
Distribution		1na	1na	
		84		
	105	55	75	
	56	26	76	
	17		17	
Standard	4	4	5	
Competency	16/16=100%	15/16=94%	15/16=94%	15/16=94%

Paramedic Science (major 443)

n=3

Min. AM (4) 3 – 100%

Min. LI (5) 1 – 33% Min. RFI (5) 3 – 100%

Min. All Areas 1-33%

							All
							Three
Major	Gender	Ethnicity	AM	LI	RFI		Areas
443	f	W		5	4	5	U
443	m	W		4	3	5	U
443	m	W		6	5	6	S

	15	12	16	
Mean	5	4	5.3	
Distribution		13		
	14	14		
	15	15	25	
	16		16	
Standard	4	5	5	
Competency	3/3=100%	1/3=33%	3/3=100%	1/3=33%

#### Nursing (major 444)

n=76

Min. AM (4) Min. LI (4) Min. RFI (4) 76 - 100%73 - 96%75 – 99% Min. All Areas

73 – 96%

				13 – 90%			
							All Three
Major	Gender	Ethnicity	AM	LI	RFI		Areas
444	f	W		6	4	7	S
444	f	W		6	4	4	S
444	f	W		5	4	5	S
444	f	W		6	5	7	S
444	m	W		5	5	6	S
444	f	W		5	5	6	S
444	f	W		6	5	7	S
444	f	W		6	5	6	S
444	f	0		5	5	7	S
444	f	W		5	5	7	S
444	f	W		6	5	6	S
444	f	W		5	4	7	S
444	f	W		5	4	6	S
444	f	W		5	4	5	S
444	f	W		5	4	6	S
444	m	W		5	4	5	S
444	f	W		5	4	6	S
444	f	W		6	5	6	S
444	f	W		5	5	6	S
444	f	W		6	4	6	S
444	f	W		5	5	6	S
444	f	i		4	4	5	S
444	f	W		5	4	7	S
444	f	W		5	5	5	S
444	f	W		5	5	5	S
444	f	h		6	6	7	S
444	m	W		5	5	6	S
444	m	W		5	5	7	S
444	f	W		4	4	5	S
444	m	W		5	4	4	S
444	m	W		5	6	6	S
444	f	W		6	5	7	S
444	f	W		5	5	6	S
444	f	W		5	5 na	_	U
444	f	W		4	4	5	S
444	f	W		5	4	4	S
444	f	W		5	4	5	S
444	f	W		5	4	4	S
444	m	W		6	4	7	S

				_		_		^	0
444	m	W		6		5		6	S
444	f	W		5		5		7	S
444	f	W		6		5		7	S
444	f	W		6		5		6	S
444	f	W		5		4		4	S
444	f	W		5		4		6	S
444	f	W		7		5		6	S
444	f	W		5		5		6	S
444	f	W		5		5		5	S
444	f	W		5		5		7	S
444	m	W		6		5		7	S
444	f	W		5		4		6	S
444	f	W		5		4		6	S
444	f	W		6		5		5	S
444	m	W		5		5		5	S
444	f	W		7		5		6	S
444	f	W		5		4		6	S
444	f	W		5		5		6	S
444	f	W		5		4		5	S
444	f	W		6		4		6	S
444	f	W		5		4		5	S
444	m	W		6		5		7	S
444	f	W		5		3		6	U
444	f	W		5		4		6	S
444	f	W		6		5		6	S
444	f	W		5		5		5	S
444	f	W		5		4		6	S
444	f	W		5		5		6	S
444	f	W		6		4		6	S
444	f	W		5		3		5	U
444	m	W		4		3		4	U
444	f	W		5		5		6	S
444	f	W		5		5		6	S
444	f	W		5		4		7	S
444		W		5		4			S
444		W		6		5			S
444	m	W		5		4		4	S
				404		0.40		400	
	Man			401		343		436	
	Mean			5.3		4.5		5.7	
	Distributio	<b>~</b>			2 2		1 20		
	DISTIDUTIO	n	44		33 334		1na 74		
			44 495				17 <del>4</del> 175		
			495 216		385 26		346		
			216		20		346 177		
	Standard		Z1	4		4	177	4	
	Stanuaru		76/76-	4		4		4	
	Competen	iCV	100%		73/76=	96%	75/76=	99%	73/76=96%
		,							

#### **Division: Technology and Engineering Programs**

Computer Information Systems

(major 665) n=3 Min. AM (5) Min. LI (4) Min. RFI (5) 1 – 33% 3 – 100% 3 – 100%

Min. All Areas 1 - 33%

hree reas

	14	13	16	
Mean	4.7	4.3	5.3	
Distribution				
	24	24		
		15	25	
	16		16	
Standard	5	4	5	
Competency	1/3=33%	3/3=100%	3/3=100%	1/3=33%

#### **Division: Technology and Engineering Programs**

Electrical Engineering Technology

(major 670)

n=5

Min. AM (5) Min. LI (5) Min. RFI (5) 1 – 100% 0 – 0% 0 – 0%

Min. All Areas 0 - 00%

Distribution 1--5 1--4 1--5
Standard 5 5 5
Competency 100% 0% 100% 0%

## **Division: Technology and Engineering Programs**

Information Technology (major 690)

n=5
Min. AM (5) Min. LI (4) Min. RFI (5)
3 - 60% 4 - 80% 4 - 80%
Min. All Areas
3 - 60%

							All Three
Major	Gender	Ethnicity	AM	LI	R	FI	Areas
690	m	0		4	4	5	U
690	f	W		6	5	6	S
690	m	W		6	4	5	S
690	m	W		6	5	6	S
690	m	W		4	3	4	U

	26	21	26	
Mean	5.2	4.2	5.2	
Distribution		13		
	24	24	14	
		25	25	
	36		26	
Standard	5	4	5	
Competency	3/5=60%	4/5=80%	4/5=80%	3/5=60%

## **Division: Technology and Engineering Programs**

PC Support Specialist
(major 666)
n=2
Min. AM (5) Min. LI (4) Min. RFI (5)
2 - 100% 2 - 100% 1 - 50%
Min. All Areas
1 - 50%

							All
							Three
Major	Gender	Ethnicity	AM	LI	RFI		Areas
666	m	W		5	4	4	U
666	m	W		7	4	5	S

	12	8	9	
Mean	6	4	4.5	
Distribution		24	14	
	15		15	
	17			
Standard	5	4	5	
Competency	2/2=100%	2/2=100%	1/2=50%	1/2=50%

## **Division: Technology and Engineering Programs**

Major 755	Gender m	Ethnicity w	AM	5	LI	5	RFI	5	All Three Areas S
Mean				5 5		5 5		5 5	
Distribution	n		15		15		15		
Standard Competen	су		1/1=100	5 )%	1/1=100	4 )%	1/1=100	5 )%	1/1=100%

## **Division: Humanities and Social Sciences**

Early Childhood Development (major 985)

n=12

Min. AM (4) Min. LI (4) 11 – 92% 8 - 67%

Min. RFI (5) 9 - 75%

Min. All Areas

6 - 50%

									All Three
Major	Gender	Ethnicity	AM		LI		RFI		Areas
985	f	W		3	<3			3	U
985	f	W		5		4		5	S
985	f	W		4		3		5	U
985	f	W		4		3		5	U
985	f	W		4		4		3	U
985	f	W		5		4		6	S
985	f	W		4		4		4	U
985	f	W		5		4		5	S
985	f	W		5		4		6	S
985	f	W		4		4		7	S
985	f	W		4		4		5	S
985	f	W		4		3		6	U

	51	41	60	
Mean	4.3	3.4	5	
Distribution		1<3		
	13	33	23	
	74	84	14	
	45		55	
			36	
			17	
Standard	4	4	5	
Competency	11/12=92%	8/12=67%	9/12=75%	6/12=50%

## **Explanation of Instruments and Data Collection**

The 2004-2005 College-Wide Assessment Data packet contains data gained from CAAP, Work Keys, and the Writing Rubric. The data is presented in graph form where possible for ease of comparison of the data.

The CAAP data is provided for the test score summaries in Writing, Math, Reading, and Critical Thinking. It is also provided for each of the sub-tests for these assessment areas if a sub-test was administered. The CAAP data displays the national mean scaled score and Southern's mean scaled score for each year the tests were administered.

Work Keys Data is also provided in graphical format. Each program is listed by division and number. Other data reported includes campus, gender and ethnicity. Minimum acceptable scores for each program are also provided. In the charts "U" is unsatisfactory, not meeting the minimum score and "S" is satisfactory, meeting the minimum score. In 2005 tests in Applied Math (AM), Reading for Information (RFI) and Locating Information (LI) were administered.

# COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY OVERVIEW

CAAP (COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY) is a standardized, user-normed assessment of academic achievement. CAAP consists of 1 essay and 5 objective tests. Since its development, CAAP has been administered by over 500 two- and four-year post secondary institutions to measure individual and group achievement in foundational skills, typically at the end of the sophomore year. The CAAP tests are curriculum-based for the most part and measure higher order skills beyond the mere recall of facts. These skills are considered critical for functioning well in the workplace. Each of the tests administered by Southern is described below.

#### WRITING SKILLS TEST

Assesses understanding of standard written English usage/mechanics (punctuation, grammar, sentence structure), and rhetorical skills (strategy, organization, style). Spelling, vocabulary, and rote recall of rules of grammar are not tested.

#### READING TEST

Assesses reading comprehension; the student is required to derive meaning from several texts by 1) referring to what is explicitly stated; 2) reasoning to determine implicit meanings; 3) drawing conclusions, comparisons and generalizations. Selected passages include topics from fiction, the humanities, social sciences and natural sciences.

#### MATHEMATICS TEST

Assesses mathematical reasoning ability with an emphasis on solving math problems across a range of post secondary curricula; emphasizes quantitative reasoning rather than the memorization of formulas.

#### CRITICAL THINKING TEST

Assesses the ability to clarify, analyze, evaluate and extend arguments, which are defined as a sequence of statements including a claim that the conclusion follows from the other statements. Formats include case studies, debates, dialogues, overlapping positions, statistical arguments, experimental results, or editorials.

#### **Contents of the CAAP Tests**

CAAP – Collegiate Assessment of Academic Proficiency

#### Writing Skills Test

The Writing Skills Test measures students' understanding of the following conventions of standard written English:

*Punctuation* Items in this category test the use and placement of commas, colons, semicolons, dashes, parentheses, apostrophes, and quotation, question, and exclamation marks.

Grammar Items in this category examine the use of adjectives, adverbs, and conjunctions, and test the agreement between subject and verb, and between pronouns and their antecedents.

Sentence Structure Items in this category test relationships between/among clauses, the placement of modifiers, and shifts in construction.

*Organization* Items in this category test the organization of ideas and the relevance of statements in context (order, coherence, unity)

*Strategy* Items in this category examine the appropriateness of expression in relation to audience and purpose, the strengthening of writing with appropriate supporting material, and the effective choice of statements of theme and purpose.

*Style* Items in this category test precision and appropriateness in the choice of words and images, rhetorically effective management of sentence elements, avoidance of ambiguous pronoun references, and economy in writing.

#### **Mathematics Test**

The Mathematics Test measures students' mathematical reasoning abilities. It emphasizes quantitative reasoning rather than the memorization of formulas.

*Pre-algebra and elementary algebra* Items in this category are based on integers and algebraic expressions. Students may be required to solve linear equations.

#### Reading Test

The Reading Test measures reading comprehension as a product of skill in referring, reasoning, and generalizing. The test consists of passages selected from fiction, the humanities, and the social and natural sciences.

Students are required to derive meaning from the passages by:

\*referring to what is explicitly stated

\*reasoning to determine implicit meanings

\*drawing conclusions, comparisons, and generalizations beyond the text

#### **Critical Thinking Test**

The Critical Thinking Test consists of passages that present one or more arguments in a variety of formats, including case studies, debates, dialogues, overlapping positions, statistical arguments, experimental results, and editorials. The test measures students' skills in the following areas:

\*clarifying and analyzing the elements of an argument

\*evaluating an argument

\*extending an argument

## Work Keys--Applied Mathematics

This assessment measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

#### Characteristics/Skills

There are five levels of difficulty. Level 3 is the least complex and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. Examples are included with each level description.

Level Char	acteristics of Items	Skills	
3	Translate easily from a word problem to a math equation All needed information is presented in logical order No extra information	•	Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers Add or subtract negative numbers Change numbers from one form to another using whole numbers, fractions, decimals, or percentages Convert simple money and time units (e.g., hours to minutes)
Level Char	acteristics of Items	Skills	
4	Information may be presented out of order May include extra, unnecessary information May include a simple chart, diagram, or graph	•	Solve problems that require one or two operations Multiply negative numbers Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%) Add up to three fractions that share a common denominator Multiply a mixed number by a whole number or decimal Put the information in the right order before performing calculations
Level Char	acteristics of Items	Skills	

Problems require several steps of logic and calculation (e.g., problem may involve completing an order form by totaling the order and then computing tax)

- Decide what information, calculations, or unit conversions to use to solve the problem
- Look up a formula and perform single-step conversions within or between systems of measurement
- Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)
- Divide negative numbers
- Find the best deal using one- and two-step calculations and then comparing results
- Calculate perimeters and areas of basic shapes (rectangles and circles)
- Calculate percent discounts or markups

#### Level Characteristics of Items

- May require considerable translation from verbal form to mathematical expression
- Generally require considerable setup and involve multiple-step calculations

#### Skills

- Use fractions, negative numbers, ratios, percentages, or mixed numbers
- Rearrange a formula before solving a problem
- Use two formulas to change from one unit to another within the same system of measurement
- Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement
- Find mistakes in questions that belong at Levels 3, 4, and 5
- Find the best deal and use the result for another calculation
- Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations
- Find the volume of rectangular solids
- Calculate multiple rates

#### Level Characteristics of Items



- Content or format may be unusual
- Information may be incomplete or implicit
- Problems often involve multiple steps of logic and calculation

**Skills** 

- Solve problems that include nonlinear functions and/or that involve more than one unknown
- Find mistakes in Level 6 questions
- Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages
- Calculate multiple areas and volumes

- of spheres, cylinders, or cones
- Set up and manipulate complex ratios or proportions
- Find the best deal when there are several choices
- Apply basic statistical concepts

http://www.act.org/workkeys/assess/math/levels.html

### Work Keys--Reading for Information

The WorkKeys *Reading for Information* test measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience. Reading for Information materials do not include information that is presented graphically, such as in charts, forms, or blueprints.

#### Characteristics/Skills

There are five levels of difficulty. Level 3 is the least complex and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. The reading materials at Level 3 are short and direct. The material becomes longer, denser, and more difficult to use as readers move toward Level 7. The tasks also become more complex as readers move from Level 3 to Level 7. At Level 3, readers begin by finding very obvious details and following short instructions. At the more complex levels, tasks can also involve more application and interpretation.

#### **Level Characteristics of Items**

#### Skills

3

- Reading materials include basic company policies, procedures, and announcements
- Reading materials are short and simple, with no extra information
- Reading materials tell readers what they should do
- All needed information is stated clearly and directly
- Items focus on the main points of the passages
- Wording of the questions and answers is similar or identical to the wording used in the reading materials

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials

#### Level Characteristics of Items

#### Skills



- Reading materials include company policies, procedures, and notices
- Reading materials are straightforward, but have longer sentences and contain a number of details
- Reading materials use common words, but do have some harder words, too
- Reading materials describe procedures that include several steps
- When following the procedures, individuals must think about changing conditions that affect what they should do
- Questions and answers are often paraphrased from the passage

- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials
- Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)

#### Level Characteristics of Items

#### Skills



- Policies, procedures, and announcements include all of the information needed to finish a task
- Information is stated clearly and directly, but the materials have many details
- Materials also include jargon, technical terms, acronyms, or words that have several meanings
- Application of information given in the passage to a situation that is not specifically described in the passage
- There are several considerations to be taken into account in order to choose the correct actions

- Figure out the correct meaning of a word based on how the word is used
- Identify the correct meaning of an acronym that is defined in the document
- Identify the paraphrased definition of a technical term or jargon that is defined in the document
- Apply technical terms and jargon and relate them to stated situations
- Apply straightforward instructions to a new situation that is similar to the one described in the material
- Apply complex instructions that include conditionals to situations described in the materials

#### **Level Characteristics of Items**

#### Skills



- Reading materials include elaborate procedures, complicated information, and legal regulations found in all kinds of workplace documents
- Complicated sentences with difficult words, jargon, and technical terms
- Most of the information needed to answer the items is not clearly stated
- Identify implied details
- Use technical terms and jargon in new situations
- Figure out the less common meaning of a word based on the context
- Apply complicated instructions to new situations
- Figure out the principles behind policies, rules, and procedures
- Apply general principles from the materials to similar and new situations

Explain the rationale behind a procedure, policy, or communication

#### Level Characteristics of Items

#### Skills

7

- Very complex reading materials
- Information includes a lot of details
- Complicated concepts
- Difficult vocabulary
- Unusual jargon and technical terms are used, but not defined
- Writing often lacks clarity and direction
- Readers must draw conclusions from some parts of the reading and apply them to other parts
- Figure out the definitions of difficult, uncommon words based on how they are used
- Figure out the meaning of jargon or technical terms based on how they are used
- Figure out the general principles behind policies and apply them to situations that are quite different from any described in the materials

http://www.act.org/workkeys/assess/reading/levels.html

#### Work Keys--Locating Information

The WorkKeys *Locating Information* test measures the skill people use when they work with workplace graphics. Examinees are asked to find information in a graphic or insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.

#### Characteristics/Skills

There are four levels of difficulty. Level 3 is the least complex and Level 6 is the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels. For example, Level 5 includes the skills used at Levels 3, 4, and 5. At Level 3, examinees look for information in simple graphics and fill in information that is missing from simple graphics. At Level 6, examinees may use the information in one or more complex graphics to draw conclusions and make decisions. The complexity can also increase as the quantity and/or density of the information increases.

#### Characteristics/Skills

#### Level Characteristics of Items

#### Skills

3

- Elementary workplace graphics such as simple order forms, bar graphs, tables, flowcharts, maps, instrument gauges, or floor plans
- One graphic used at a time

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic

#### Level Characteristics of Items

Skills

4	

- Straightforward workplace graphics such as basic order forms, diagrams, line graphs, tables, flowcharts, instrument gauges, or maps
- One or two graphics are used at a time
- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
- Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
- Compare information and trends shown in one or two straightforward graphics

#### **Level Characteristics of Items**

# 5

- Complicated workplace graphics, such as detailed forms, tables, graphs, diagrams, maps, or instrument gauges
- Graphics may have less common formats
- One or more graphics are used at a time

#### **Skills**

- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics

#### Level Characteristics of Items



- Very complicated and detailed graphs, charts, tables, forms, maps, and diagrams
- Graphics contain large amounts of information and may have challenging formats
- · One or more graphics are used at a time
- Connections between graphics may be subtle

#### **Skills**

- Draw conclusions based on one complicated graphic or several related graphics
- Apply information from one or more complicated graphics to specific situations
- Use the information to make decisions

http://www.act.org/workkeys/assess/locate/index.html