2015-2016 Assessment Cycle
Assessment Plan

Mission Statement

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The primary mission of the **National Technical Institute for the Deaf** is to provide deaf and hard-of-hearing students with outstanding state-of-the-art technical and professional education programs, complemented by a strong arts and sciences curriculum, that prepare them to live and work in the mainstream of a rapidly changing global community and enhance their lifelong learning.

Secondarily, NTID prepares professionals to work in fields related to deafness; undertakes a program of applied research designed to enhance the social, economic and educational accommodation of deaf people; and shares its knowledge and expertise through outreach and other information dissemination programs.

Outcomes and Measures

Administrative Support Technology AAS Program Outcome Set

Develop a high degree of technical competence in order to gain entry-level employment in an administrative support position

Demonstrate speed and accuracy in keyboarding skills	▼ **Measure:** 1) Integrated Document Production [NAST-215] - Ten 5-minute Timed Writings Course level; Direct - Student Artifact
	Details/Description: **Acceptable Benchmark:** 95% of students will type with speed/accuracy at a net speed of 40+ words per minute with 5 errors or less. **Implementation Plan (timeline):** At the end of each semester when Integrated Document Production is offered. **Key/Responsible Personnel:** Department Program Coordinator
Choose and apply appropriate computer software to effectively and accurately produce business documents	▼ **Measure:** 1) Business Graphics [NAST-225] - e-Portfolio Review Course level; Direct - Portfolio
	Details/Description: **Acceptable Benchmark:** 90% of students will earn an acceptable rating score averaging 80% or higher on e-Portfolio rubric. **Implementation Plan (timeline):** At the end of each semester when Business Graphics is offered. **Key/Responsible Personnel:** Department Program Coordinator
Gain entry-level employment	▼ **Measure:** 1) NTID Center on Employment (NCE) - Graduate Employment Report
	Details/Description: **Acceptable Benchmark:** 80% of graduates seeking employment will be employed in the AST field. **Implementation Plan (timeline):** Data collected annually one year post graduation

Key/Responsible Personnel: NCE & Alumni Survey Personnel

▼ **Measure:** 2) Co-op Employer Evaluation [NAST-299] - Overall Performance
Course level; Direct - Other

Details/Description: Co-op Employer's Evaluation question #29, students overall performance.

Acceptable Benchmark: 80% of students will receive a score of "3" or higher (5-point scale) on the Co-op Employer's Evaluation question #29 (students overall performance).

Implementation Plan (timeline): End of each semester in which co-op experiences occur.

Key/Responsible Personnel: NCE & Alumni Survey Personnel

▼ **Measure:** 3) Alumni Survey
Program level; Indirect - Survey

Details/Description:

Acceptable Benchmark: 80% of alumni sampled will be satisfied with technical preparation for their first job in the AST field.

Implementation Plan (timeline): Triennial survey

Key/Responsible Personnel: NCE & Alumni Survey Personnel

Develop core interpersonal business skills for teamwork

Demonstrate appropriate interpersonal business skills and teamwork in a professional environment

▼ **Measure:** 1) Administrative Support Technology Seminar (NAST-240) - Interpersonal and Team Work Review
Course level; Direct - Other

Details/Description: Interpersonal and team work review

Acceptable Benchmark: 90% of students will earn an acceptable rating score averaging 80% or higher on interpersonal skills and teamwork rubric.

Implementation Plan (timeline): At the end of each semester when Administrative Support Technology Seminar is offered.

Key/Responsible Personnel: Department Program Coordinator

Acquire the knowledge and skills necessary to function in a global society

Describe the interrelatedness of social, cultural and business factors that shape and impact the global business environment

▼ **Measure:** 1) Fundamentals of Marketing [NBUS-223] - Marketing Project
Course level; Direct - Student Artifact

Details/Description:

Acceptable Benchmark: 70% of students will earn an average rating of 80% or better on the Marketing project rubric.

Implementation Plan (timeline): At the end of each semester when Fundamentals of Marketing is offered.

Key/Responsible Personnel: Department Program Coordinator

Acquire independent learning skills necessary to participate in personal and professional growth

Tech Skill 1: Demonstrate aptitude/ability to learn quickly and apply technical knowledge

▼ **Measure:** 1) Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 1
Course level; Direct - Other

Details/Description:

Acceptable Benchmark: 80% of students will be rated at 3 or greater on Tech Skill 1.

Implementation Plan (timeline): At the end of each semester in which co-op experiences occur.

Key/Responsible Personnel: Department Co-op Coordinator

Tech Skill 4: Demonstrate ability to transfer theory to employment situations

▼ **Measure:** 1) Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 4
Course level; Direct - Other

Details/Description:

Acceptable Benchmark: 80% of students will be rated at 3 or greater on Tech Skill 4.

Implementation Plan (timeline): At the end of each semester in which co-op experiences occur.

Key/Responsible Personnel: Department Co-op Coordinator

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