

This report is created by Hocking College Administrator at 2018-06-08 14:14:00

My Reports - Assessment Report

General Information

Title	2017-18 Summative Assessment OAT
Description	Program & Success Skills
Institution	OH: Hocking College
Assessment Rubric	Institutional Assessment_(CE) Communicates Effectively - Rubric: (CE) Communicates Effectively (Hocking College Administrator) Institutional Assessment_(ET) Maintains a Code of Ethics - Rubric: (ET) Maintains a Code of Ethics (Hocking College Administrator) Institutional Assessment_(GA) Community, Cultural, Global Awareness - Rubric: (GA) Community, Cultural, Global Awareness (Hocking College Administrator) Institutional Assessment_(HR) Practices Human Relations Skills - Rubric: (HR) Practices Human Relations Skills (Hocking College Administrator) Institutional Assessment_(MS) Demonstrates Math Skills - Rubric: (MS) Demonstrates Math Skills (Hocking College Administrator) Institutional Assessment_(PA) Maintains Professional Skills and Attitudes - Rubric: (PA) Maintains Professional Skills and Attitudes (Hocking College Administrator) Program: OAT - Outcome 1 - OAT Outcome 1 Rubric (Melissa Atkins) Program: OAT-Outcome 2 - OAT Outcome 2 Rubric (Melissa Atkins) Program: OAT-Outcome 3 - OAT Outcome 3 Rubric (Melissa Atkins) Program: OAT-Outcome 4 - OAT Outcome 4 Rubric (Melissa Atkins) Program: OAT-Outcome 5 - OAT Outcome 5 Rubric (Melissa Atkins)
Assessor	Atkins, Melissa <atkinsm79>
Assessment Type	Summative
Inter-Rater Summary	Y

Rubric: OAT Outcome 1 Rubric

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Records Management	8	0	0	0	4.000	4.000	0.000
Finances	8	0	0	0	4.000	4.000	0.000
Budgeting	8	0	0	0	4.000	4.000	0.000

Records Management



Finances



Budgeting



Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Records Management	4.000	4.000	0.000
Finances	4.000	4.000	0.000
Budgeting	4.000	4.000	0.000

Rubric: OAT Outcome 2 Rubric

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Document Processing	3	1	0	0	3.750	4.000	0.433
Flyers, Brochures, and Other Marketing Materials	2	2	0	0	3.500	3.000	0.500
Internal Publications	4	0	0	0	4.000	4.000	0.000

Document Processing

3 (75.00%)1 (25.00%)

Flyers, Brochures, and Other Marketing Materials

2 (50.00%)2 (50.00%)

Internal Publications

4 (100.00%)

Exemplary

Proficient

Performing

Emerging

Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Document Processing	3.750	3.750	0.000
Flyers, Brochures, and Other Marketing Materials	3.500	3.500	0.000
Internal Publications	4.000	4.000	0.000

Rubric: OAT Outcome 3 Rubric

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Prioritize Office Projects	8	0	0	0	4.000	4.000	0.000
Conduct Research	8	0	0	0	4.000	4.000	0.000
Presentation Skills	5	0	0	0	4.000	4.000	0.000



Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Prioritize Office Projects	4.000	4.000	0.000
Conduct Research	4.000	4.000	0.000
Presentation Skills	4.000	4.000	0.000

Rubric: OAT Outcome 4 Rubric

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Microsoft Word	4	0	0	0	4.000	4.000	0.000
Microsoft PowerPoint	2	0	0	0	4.000	4.000	0.000
Microsoft Excel	0	0	0	0			
Microsoft Access	0	0	0	0			
Google Apps	4	0	0	0	4.000	4.000	0.000
Accounting Software	0	0	0	0			
Social Media in Business	0	0	0	0			

Microsoft Word

4 (100.00%)

Microsoft PowerPoint

2 (100.00%)

Microsoft Excel

Microsoft Access

Google Apps

4 (100.00%)

Accounting Software

Social Media in Business



Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Microsoft Word	4.000	4.000	0.000
Microsoft PowerPoint	4.000	4.000	0.000
Google Apps	4.000	4.000	0.000

Rubric: OAT Outcome 5 Rubric

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Customer Service Skills	4	0	0	0	4.000	4.000	0.000
Team Work	0	0	0	0			
Telephone Skills	4	0	0	0	4.000	4.000	0.000

Customer Service Skills



Team Work

Telephone Skills

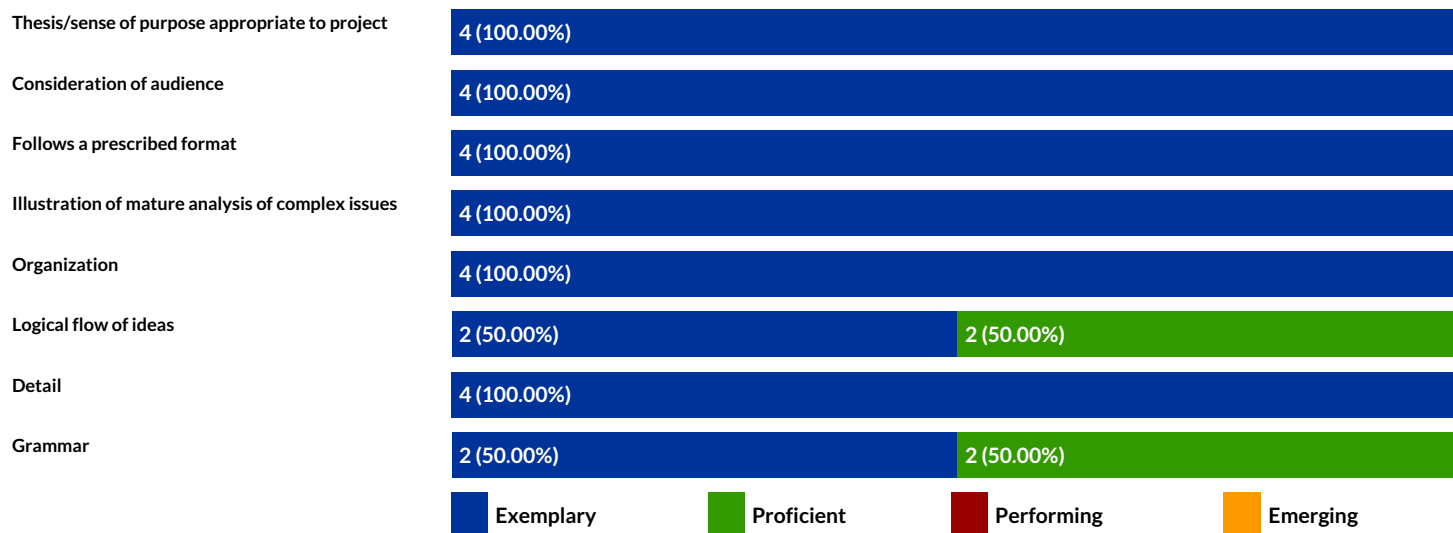


Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Customer Service Skills	4.000	4.000	0.000
Telephone Skills	4.000	4.000	0.000

Rubric: Rubric: (CE) Communicates Effectively

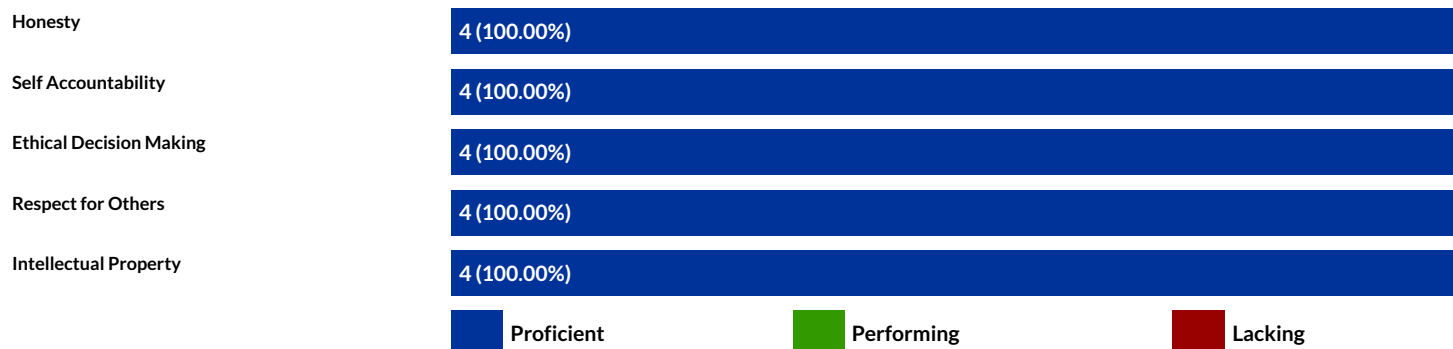
	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Thesis/sense of purpose appropriate to project	4	0	0	0	4.000	4.000	0.000
Consideration of audience	4	0	0	0	4.000	4.000	0.000
Follows a prescribed format	4	0	0	0	4.000	4.000	0.000
Illustration of mature analysis of complex issues	4	0	0	0	4.000	4.000	0.000
Organization	4	0	0	0	4.000	4.000	0.000
Logical flow of ideas	2	2	0	0	3.500	3.000	0.500
Detail	4	0	0	0	4.000	4.000	0.000
Grammar	2	2	0	0	3.500	3.000	0.500

**Inter-Rater Summary**

	Atkins, Melissa	Mean	Stdev
Thesis/sense of purpose appropriate to project	4.000	4.000	0.000
Consideration of audience	4.000	4.000	0.000
Follows a prescribed format	4.000	4.000	0.000
Illustration of mature analysis of complex issues	4.000	4.000	0.000
Organization	4.000	4.000	0.000
Logical flow of ideas	3.500	3.500	0.000
Detail	4.000	4.000	0.000
Grammar	3.500	3.500	0.000

Rubric: Rubric: (ET) Maintains a Code of Ethics

	Proficient (4 pts)	Performing (2 pts)	Lacking (0 pts)	Mean	Mode	Stdev
Honesty	4	0	0	4.000	4.000	0.000
Self Accountability	4	0	0	4.000	4.000	0.000
Ethical Decision Making	4	0	0	4.000	4.000	0.000
Respect for Others	4	0	0	4.000	4.000	0.000
Intellectual Property	4	0	0	4.000	4.000	0.000

**Inter-Rater Summary**

	Atkins, Melissa	Mean	Stdev
Honesty	4.000	4.000	0.000
Self Accountability	4.000	4.000	0.000
Ethical Decision Making	4.000	4.000	0.000
Respect for Others	4.000	4.000	0.000
Intellectual Property	4.000	4.000	0.000

Rubric: Rubric: (GA) Community, Cultural, Global Awareness

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Accommodates diversity through professional performance	4	0	0	0	4.000	4.000	0.000
Functions with respect toward self & others	4	0	0	0	4.000	4.000	0.000
Considers others perspectives	4	0	0	0	4.000	4.000	0.000
Contributes to local communities	0	0	0	0			
Accommodates diversity through professional performance	4 (100.00%)						
Functions with respect toward self & others	4 (100.00%)						
Considers others perspectives	4 (100.00%)						
Contributes to local communities							
	Exemplary	Proficient	Performing	Emerging			

Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Accommodates diversity through professional performance	4.000	4.000	0.000
Functions with respect toward self & others	4.000	4.000	0.000
Considers others' perspectives	4.000	4.000	0.000

Rubric: Rubric: (HR) Practices Human Relations Skills

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Interpersonal Skills	4	0	0	0	4.000	4.000	0.000
Group Work	0	0	0	0			
Conflict Management	4	0	0	0	4.000	4.000	0.000

Interpersonal Skills

4 (100.00%)

Group Work

Conflict Management

4 (100.00%)

Exemplary

Proficient

Performing

Emerging

Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Interpersonal Skills	4.000	4.000	0.000
Conflict Management	4.000	4.000	0.000

Rubric: Rubric: (MS) Demonstrates Math Skills

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Skills	7	1	0	0	3.875	4.000	0.331
Calculations	8	0	0	0	4.000	4.000	0.000
Format	7	1	0	0	3.875	4.000	0.331

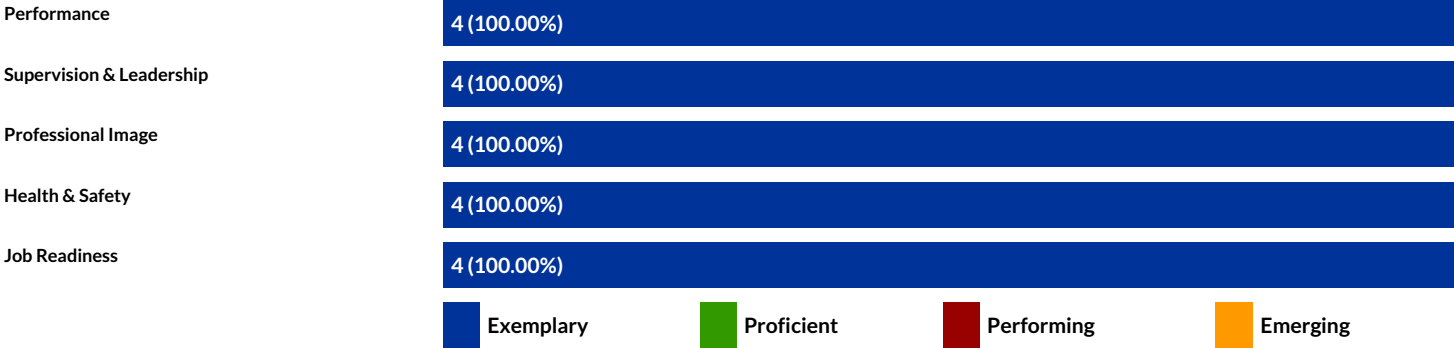


Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Skills	3.875	3.875	0.000
Calculations	4.000	4.000	0.000
Format	3.875	3.875	0.000

Rubric: Rubric: (PA) Maintains Professional Skills and Attitudes

	Exemplary (4 pts)	Proficient (3 pts)	Performing (2 pts)	Emerging (1 pts)	Mean	Mode	Stdev
Performance	4	0	0	0	4.000	4.000	0.000
Supervision & Leadership	4	0	0	0	4.000	4.000	0.000
Professional Image	4	0	0	0	4.000	4.000	0.000
Health & Safety	4	0	0	0	4.000	4.000	0.000
Job Readiness	4	0	0	0	4.000	4.000	0.000



Inter-Rater Summary

	Atkins, Melissa	Mean	Stdev
Performance	4.000	4.000	0.000
Supervision & Leadership	4.000	4.000	0.000
Professional Image	4.000	4.000	0.000
Health & Safety	4.000	4.000	0.000
Job Readiness	4.000	4.000	0.000