

## Co-Curricular Assessment

### Academic Year: 2023-2024

All CCC co-curricular programs are assessed at the end of each academic year. There are 23 outcomes that make up five competency categories: **Communications**, **Decision Making/Critical Thinking**, **Leadership**, **Professional Development** and **Teamwork**. Not every program assesses all 23 outcomes. Some outcomes are unique to specific programs. Each co-curricular program is assessed through supervisor, instructor, advisor, peer and/or client evaluations. Outcomes are scored using a Likert scale (5—superior; 4—very good; 3—good; 2—fair; 1—poor). Outcomes that do not apply to a program were marked as Not Applicable. The only co-curricular that was not assessed was Phi Theta Kappa (PTK) due to no new membership. TaxHelp NM, CAB and CCCIntern were all assessed for the academic year of 2023-2024.

### TaxHelp New Mexico

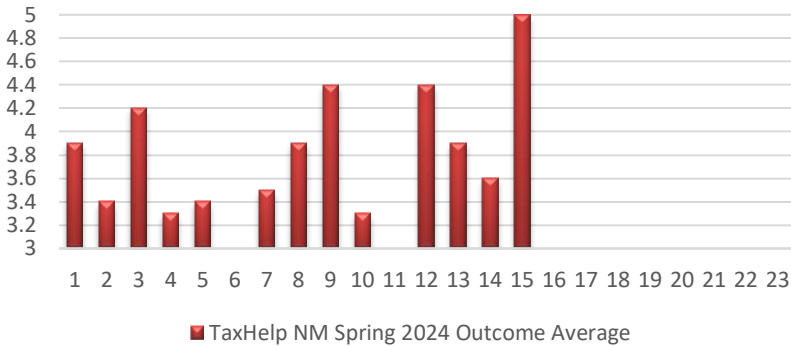
The following table and graphs represent the assessment results for Spring 2024 for the academic year of 2023-2024 for the TaxHelp New Mexico program.

*N=14, Benchmark=3.5*

	Competency	Average Score	NA
1	Understands and utilizes written and oral communication effectively. (C, L, T)	3.9	
2	Demonstrates ability to gather, disseminate, and use information to make decisions or solve problems. (C, D, L)	3.4	
3	Maintains a sense of responsibility for a task or project until completion. (L, P)	4.2	
4	Analyzes appropriate information and demonstrates good judgement when developing and evaluating alternatives. (D, L)	3.3	
5	Demonstrates the ability to work independently without constant supervision. (P)	3.4	
6	Demonstrates the ability to adapt to change. (L, P)		X
7	Maintains commitment to expected productivity levels. (P)	3.5	
8	Demonstrates professional work habits. (D, P)	3.9	
9	Maintains positive working relationships. (C, L, T)	4.4	
10	Demonstrate leadership and teambuilding skills. (L, T)	3.3	
11	Demonstrates ability to incorporate strategies for managing their resources. (D, L, P)		X
12	Demonstrates positive interaction and collaboration with others. (C, T)	4.4	
13	Demonstrates technological literacy and skills. (D)	3.9	
14	Utilizes information, resources, and technology to navigate systems or processes (C, D, P)	3.6	
15	Demonstrates judgement in environments that demand confidentiality. (C, D, P)	5	
16	Maintains positive rapport during campus events. (C, L, P)		X
17	Proposes event ideas that are feasible and beneficial to the college. (D)		X
18	Demonstrates the ability to handle priorities efficiently and effectively. (D, L)		X
19	Demonstrates ability to initiate and convey ideas and gain support from others. (C, L, T)		X
20	Utilizes reflection to improve their work and work environment. (D, L, P)		X

21	Demonstrates ability to develop and implement goals. (D, L, P)		X
22	Maintains a sense of responsibility for an event until completion. (L, P)		X
23	Analyzes appropriate budgetary information and demonstrates good judgement when developing and evaluating campus events. (D, L)		X

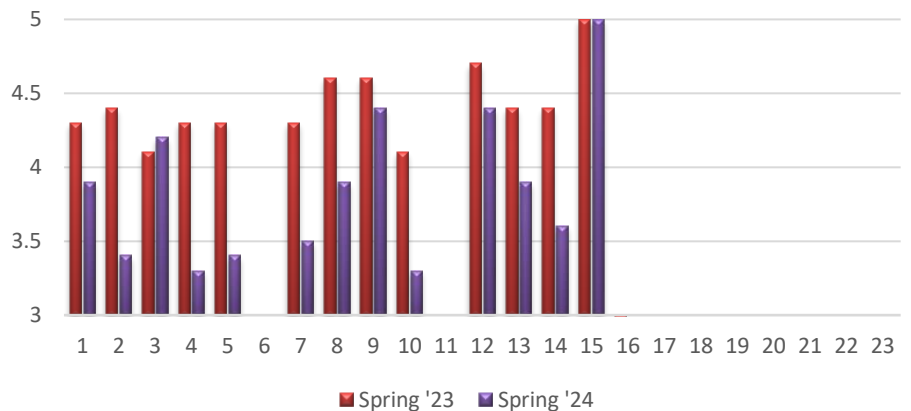
### TaxHelp NM Spring 2024 Outcome Average



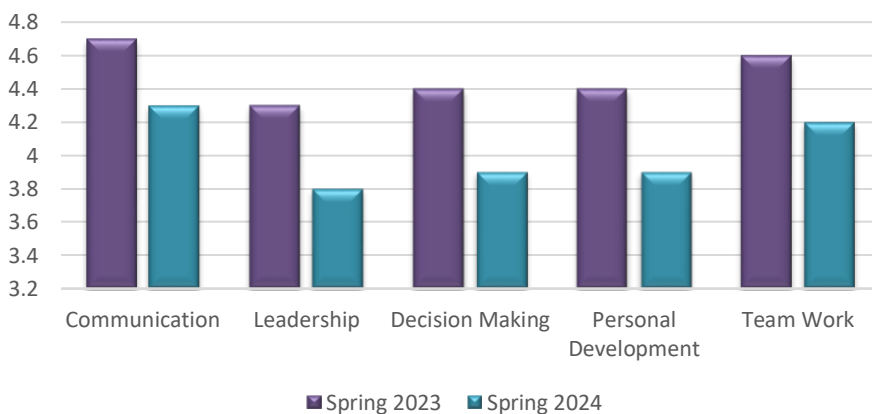
A total of 14 students were assessed. Outcomes 6,11,16,17,18,19, 20,21,22 and 23 are not applicable to the Tax Help NM program. All other outcomes met the benchmark of 3.5.

The chart to the right shows the comparison of the average outcomes from Spring 2023 to Spring 2024. Learning objectives 6, 11, 16-23 were not applicable to the TaxHelp NM survey. Spring 2024 shows slight drops in objective success compared to Spring 2023.

### TaxHelp NM Outcome Comparison



### Competency Category Comparison



In addition, each of the five competency categories met the benchmark and had an average score of 3.8-4.3. The chart displayed on the left shows the comparison of competency averages from Spring 2023 and Spring 2024. Although there are noticeable differences between each semester, both semesters met and exceeded the benchmark.

## Reflection

No major changes are anticipated for the Spring 2025 semester. The instructors of the course will continue to emphasize professionalism, confidentiality, teamwork/collaboration and mastery of IRS provided tax software and tax law. The instructors will work with the marketing department to promote both enrollment in the program and appointments for tax preparation. Completion of the course is contingent upon passing an IRS certification exam with an 80% or higher. This exam is provided from the IRS directly and instructors are not able to modify it in any way.

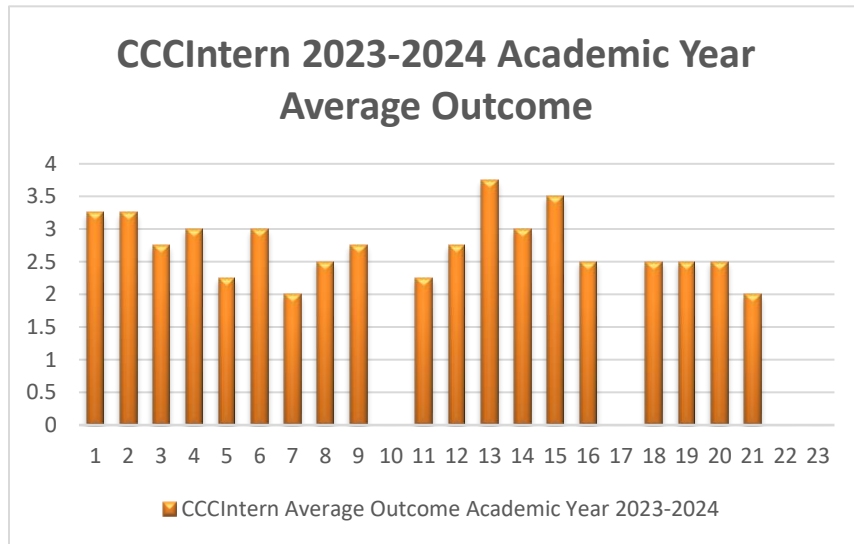
## CCCIntern Program

The following table and graphs represent the assessment results for Academic Year 2023-2024 for the CCCIntern program.

*N=4, Benchmark=3.5*

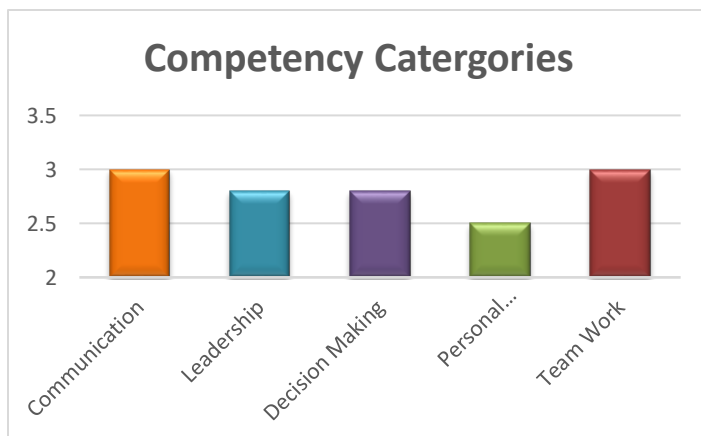
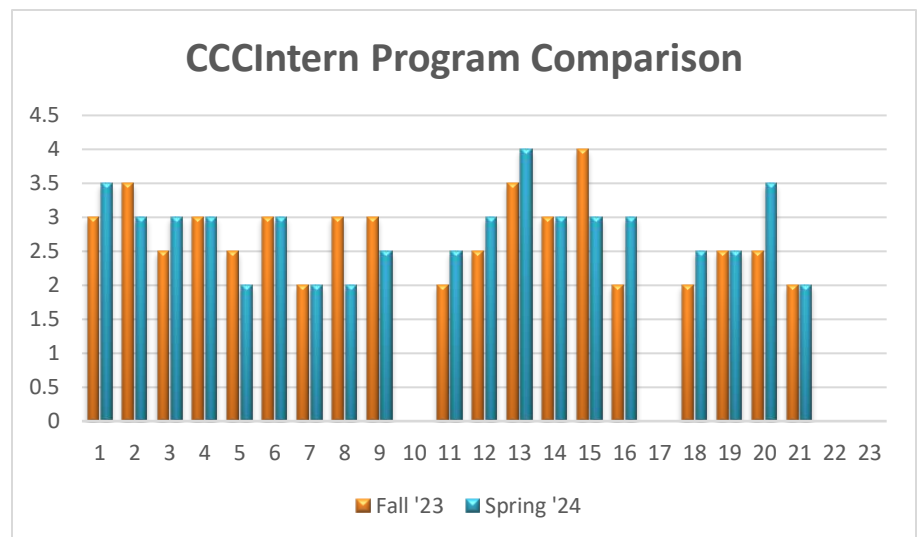
	Competency	Average Score	NA
1	Understands and utilizes written and oral communication effectively. (C, L, T)	3.5	
2	Demonstrates ability to gather, disseminate, and use information to make decisions or solve problems. (C, D, L)	3.25	
3	Maintains a sense of responsibility for a task or project until completion. (L, P)	2.75	
4	Analyzes appropriate information and demonstrates good judgement when developing and evaluating alternatives. (D, L)	3	
5	Demonstrates the ability to work independently without constant supervision. (P)	2.25	
6	Demonstrates the ability to adapt to change. (L, P)	3	
7	Maintains commitment to expected productivity levels. (P)	2	
8	Demonstrates professional work habits. (D, P)	2.5	
9	Maintains positive working relationships. (C, L, T)	2.75	
10	Demonstrate leadership and teambuilding skills. (L, T)		X
11	Demonstrates ability to incorporate strategies for managing their resources. (D, L, P)	2.25	
12	Demonstrates positive interaction and collaboration with others. (C, T)	2.75	
13	Demonstrates technological literacy and skills. (D)	3.75	
14	Utilizes information, resources, and technology to navigate systems or processes (C, D, P)	3	
15	Demonstrates judgement in environments that demand confidentiality. (C, D, P)	3.5	
16	Maintains positive rapport during campus events. (C, L, P)	2.5	
17	Proposes event ideas that are feasible and beneficial to the college. (D)		X
18	Demonstrates the ability to handle priorities efficiently and effectively. (D, L)	2.5	
19	Demonstrates ability to initiate and convey ideas and gain support from others. (C, L, T)	2.5	
20	Utilizes reflection to improve their work and work environment. (D, L, P)	2.5	

21	Demonstrates ability to develop and implement goals. (D, L, P)	2	
22	Maintains a sense of responsibility for an event until completion. (L, P)		X
23	Analyzes appropriate budgetary information and demonstrates good judgement when developing and evaluating campus events. (D, L)		X



Student Learning Objectives have been adjusted for the 2023-2024 academic year. Therefore, prior evaluations will show no trend to the current outcome results. A total of 4 students were assessed. Outcomes 10, 17, 22 and 23 were not applicable for the CCCIntern program. Outcomes 13 and 15 met the benchmark. However, the other outcomes fell short of meeting the required benchmark.

The chart to the right shows the comparison of averages from the Fall 2023 semester compared to the averages of the Spring 2024 semester. Outcomes 10, 17, 22 and 23 were not applicable to the CCCIntern program. Spring 2024 semester showed some improvement in some areas while others showed a decline.



In addition, each of the five competency categories fell short of meeting the benchmark of 3.5. The average for the categories fell between 2.5 -3.

## Reflection

The CCCIntern program is still in its early stages of launch and currently places interns in either User Services/IT or Marketing for Graphic Design. There was a total of 2 interns per semester. Based on the data collected, Spring 2024 showed gains in certain areas compared to Fall 2023, but there are areas that need improvement going forward with the program. Two outcomes that have shown improvement from 2023 to 2024 are outcome 1: Understands and utilizes written and oral communication effectively and outcome 20: Utilizes reflection to improve their work and work environment. Two outcomes that could use improvement in the coming academic year are outcome 8: Demonstrates professional work habits and outcome 15: Demonstrates judgement in environments that demand confidentiality.

Supervisors for both Graphic Design and User Services suggested more thorough interviews with candidates. Candidates need to be made aware of the requirements of the said positions and possible course prerequisites that should be required of candidates before entering the internship program. Graphic Design/Marketing prerequisite to enter the intern program is Digital Media I (ARTS 1520), Graphic Design I (ARTS 2120). The Marketing Supervisor has shown interest in selecting interns who have an interest in photography and videography.

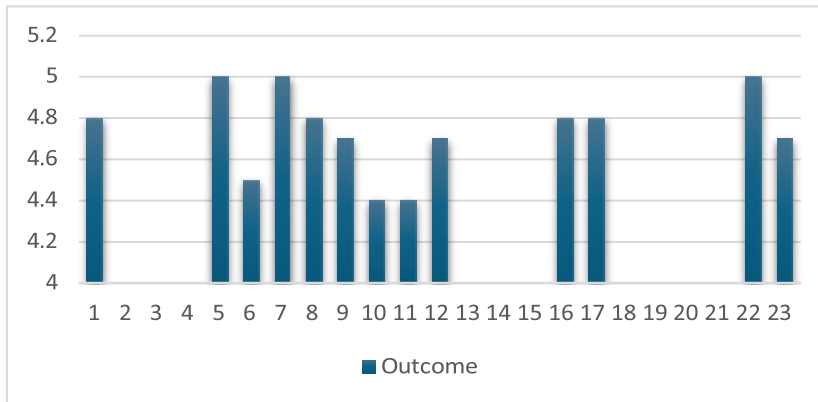
## Campus Activities Board (CAB)

The following table and graph represent the assessment results for Academic Year 2023-2024 for the CAB program.

*N=7, Benchmark=3.5*

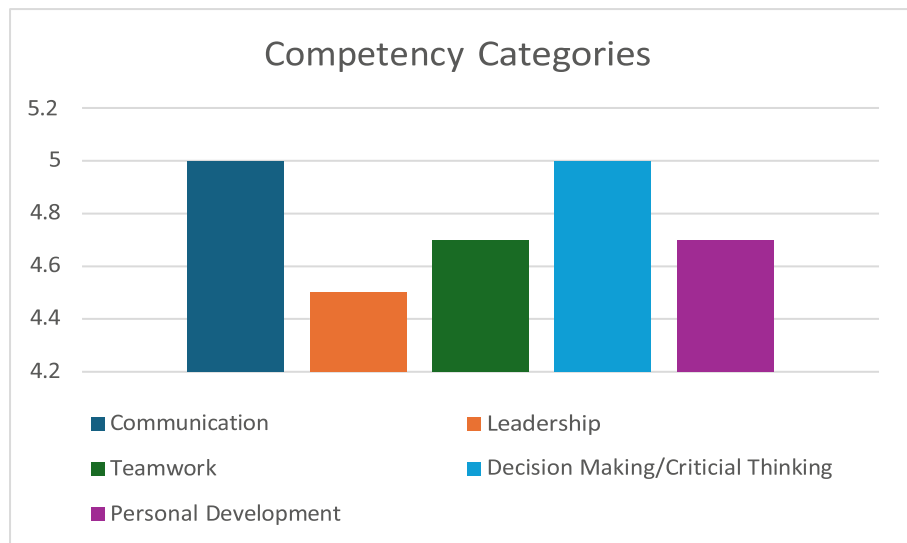
	Competency	Average Score	NA
1	Understands and utilizes written and oral communication effectively. (C, L, T)	4.8	
2	Demonstrates ability to gather, disseminate, and use information to make decisions or solve problems. (C, D, L)		X
3	Maintains a sense of responsibility for a task or project until completion. (L, P)		X
4	Analyzes appropriate information and demonstrates good judgement when developing and evaluating alternatives. (D, L)		X
5	Demonstrates the ability to work independently without constant supervision. (P)	5	
6	Demonstrates the ability to adapt changes. (L, P)	4.5	
7	Maintains commitment to expected productivity levels. (P)	5	
8	Demonstrates professional work habits. (D, P)	4.8	
9	Maintains positive working relationships. (C, L, T)	4.7	
10	Demonstrate leadership and teambuilding skills. (L, T)	4.4	
11	Demonstrates ability to incorporate strategies for managing their resources. (D, L, P)	4.4	
12	Demonstrates positive interaction and collaboration with others. (C, T)	4.7	
13	Demonstrates technological literacy and skills. (D)		X
14	Utilizes information, resources, and technology to navigate systems or processes (C, D, P)		X
15	Demonstrates judgement in environments that demand confidentiality. (C, D, P)		X
16	Maintains positive rapport during campus events. (C, L, P)	4.8	
17	Proposes event ideas that are feasible and beneficial to the college. (D)	4.8	
18	Demonstrates the ability to handle priorities efficiently and effectively. (D, L)		X
19	Demonstrates ability to initiate and convey ideas and gain support from others. (C, L, T)		X

20	Utilizes reflection to improve their work and work environment. (D, L, P)		X
21	Demonstrates ability to develop and implement goals. (D, L, P)		X
22	Maintains a sense of responsibility for an event until completion. (L, P)	5	
23	Analyzes appropriate budgetary information and demonstrates good judgement when developing and evaluating campus events. (D, L)	4.7	



The academic year 2023-2024 is the first time Campus Activities Board has been assessed. Therefore, historical data is not available. Outcomes 2, 3, 4, 13, 14, 15, 18, 19, 20 and 21 were not applicable to the Campus Activities Board program. All other outcomes met the benchmark of 3.5

In addition, each of the five competency categories met the benchmark and had an average score of 4.7-5.0. These results indicated that students have a strong mastery of various “soft skills” within the Campus Activities Board program.



### Reflection

This was the pilot semester for assessing Campus Activities Board. The results exceeded the benchmark of 3.5 for each outcome and each competency category. Of the 7 students assessed, 6 students have graduated and will be moving on from CCC. The advisor of Campus Activities Board will work to recruit new students and will implement the same policies and procedures from academic year 2023-2024 to maintain these results. Campus Activities Board is a student organization in which students volunteer their time and do not receive academic credit. Students assessed met certain participation requirements (50% or higher participation in campus events and organizational meetings). Documentation of student participation is on record with the Campus Activities Board advisor and is available upon request.