

Co-Curricular Assessment Spring 2023

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 are marked as Not Applicable (N/A). There were no new members to PTK and no interns during the Spring 2023 semester; therefore, the only co-curricular program assessed was TaxHelp NM.

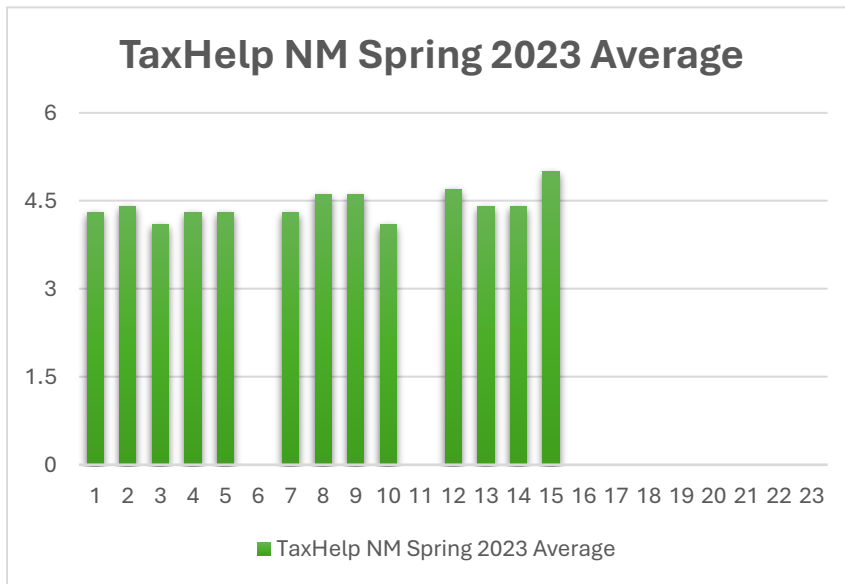
TaxHelp New Mexico

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

N=7, Benchmark=3.5

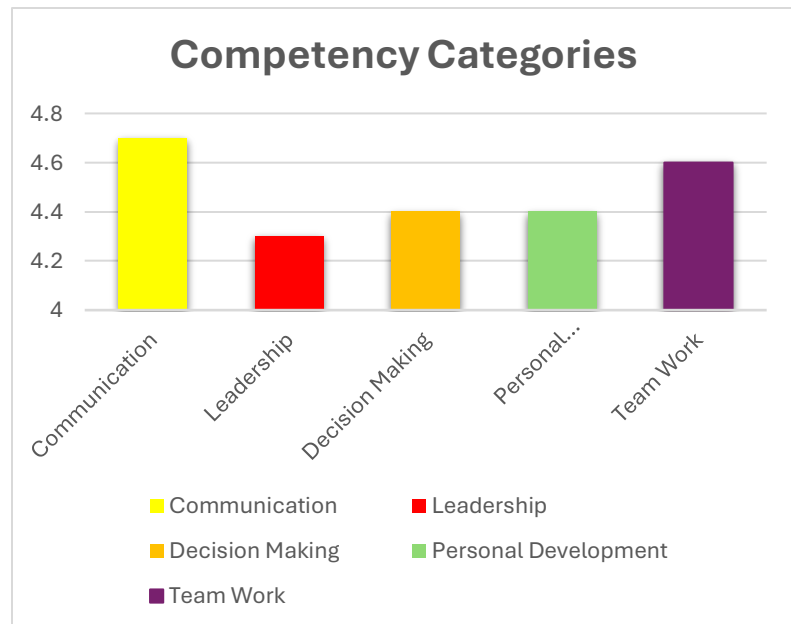
	Competency	Average Score	NA
1	Understands and utilizes written and oral communication effectively. (C, L, T)	4.3	
2	Demonstrates ability to gather, disseminate, and use information to make decisions or solve problems. (C, D, L)	4.4	
3	Maintains a sense of responsibility for a task or project until completion. (L, P)	4.1	
4	Analyzes appropriate information and demonstrates good judgement when developing and evaluating alternatives. (D, L)	4.3	
5	Demonstrates the ability to work independently without constant supervision. (P)	4.3	
6	Demonstrates the ability to adapt to change. (L, P)		X
7	Maintains commitment to expected productivity levels. (P)	4.3	
8	Demonstrates professional work habits. (D, P)	4.6	
9	Maintains positive working relationships. (C, L, T)	4.6	
10	Demonstrate leadership and teambuilding skills. (L, T)	4.1	
11	Demonstrates ability to incorporate strategies for managing their resources. (D, L, P)		X
12	Demonstrates positive interaction and collaboration with others. (C, T)	4.7	
13	Demonstrates technological literacy and skills. (D)	4.4	
14	Utilizes information, resources, and technology to navigate systems or processes (C, D, P)	4.4	
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



Outcomes were updated to ensure consistency in reporting among the various co-curricular programs. Therefore, reports prior to the 2022-2023 academic year may not be consistent with the data currently reported. Outcomes 6, 11, 16, 17, 18, 19, 20, 21, 22 and 23 are not applicable to the TaxHelp NM program. A total of 7 students were assessed. All other outcomes met the benchmark of 3.5.

In addition, each of the five competency categories met the benchmark and had an average of 4.3-4.7.



Reflection

No major changes are anticipated for the Spring 2024 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.