**Executive Summary**

(After completing the questions on the next few pages, please replace this area with a written executive summary of the questions that follow, including your data analysis, findings, action plan, and improvements you have already made. This will be the top sheet of your report. This summary should be at least a paragraph, and can definitely be longer if desired.)

**Faculty Included in the Preparation and Sharing of this Report:**

(please replace this area with the names of all faculty that helped to prepare and provide input on this report. This includes faculty who were parts of draft discussions and conversations. Ideally, it is all faculty representing the core disciplines making up the degree or certificate.)

**Please provide a brief and cogent narrative in response to each of the following questions.**

1. Provide a quantitative analysis for each PLO your CLOs inform. Provide the total number of students who passed/total number of students assessed in each PLO column *and* the corresponding PLO passing rate as an aggregated percentage*.*

**AWARD (and corresponding PLO) Students Passed/Assessed TOTAL RATE**

A.S. Degree: Medical Assisting

1. *Provide competent medical assisting care, in variety of settings, based on the entry-level N/A N/A*

*competencies for the Medical Assistant.*

1. *Communicate effectively with colleagues, patients/clients, and other members of the health N/A N/A*

*care team.*

1. *Establish and maintain professional working relationships with men and women from diverse N/A N/A*

*backgrounds.*

1. *Demonstrate understanding of the legal implications of healthcare and use critical thinking N/A N/A*

*skills to make ethical decisions.*

1. *Set and achieve professional goals. N/A N/A*
2. *Make a substantial contribution to the quality of healthcare by representing the medical N/A N/A*

*assisting profession with pride and dedication.*

Certificate of Achievement: Medical Assisting

1. *Provide competent medical assisting care, in variety of settings, based on the entry-level N/A N/A*

*competencies for the Medical Assistant.*

1. *Communicate effectively with colleagues, patients/clients, and other members of the health N/A N/A*

*care team.*

1. *Establish and maintain professional working relationships with men and women from diverse N/A N/A*

*backgrounds.*

1. *Demonstrate understanding of the legal implications of healthcare and use critical thinking N/A N/A*

*skills to make ethical decisions.*

1. *Set and achieve professional goals. N/A N/A*
2. *Make a substantial contribution to the quality of healthcare by representing the medical N/A N/A*

*assisting profession with pride and dedication.*

1. Reflect on, consider and analyze the data you have. ***What does your CLO data tell you about how your students are achieving PLOs?*** *Be detailed, descriptive and analytical* in this qualitative assessment of each PLO in relation to your CLO data. **Are your results satisfactory?**

1. Your department and the college should be making improvements based on student learning outcomes assessment, and we need to continue to document and share the improvements and progress you have already made. Did you make any changes in your CLO or PLO statements or analysis during the last cycle or recently? Did you receive funding for resources requests that were aimed to improve assessment results? Did you make any improvements in the areas of teaching and instruction processes, your courses, or your program? *Please explain your accomplishments and provide details about your efforts.*
2. **Action Plan.** Based on the assessments and analysis you have provided, please consider what changes or improvements you would like to make, which might include updating your CLO statements, modifying course outlines, rethinking instruction efforts, using different assessment instruments, asking for additional resources to improve assessment results, etc. ***Based on the analysis, provide an action plan for improvement that draws on your assessment results and efforts.***