What Student Learning Outcome was assessed?

Key information accurately and efficiently for employment in a business setting at 30 gross word a minute (GWAM) on a five-minute timing with no more than five errors (if no backspacing is permitted) or with no more than three errors (if backspacing is permitted).

Phase 1

A. Describe the assessment tool (test, survey, rubric, etc.) used. Cut and paste your tool below if possible.

**Five-Minute Timed Writings** - During the course, students were given various five-minute timed writings. At the end of the semester, three of the best five-minute timed writings with three errors or less (correction feature in use) or five errors or less (correction feature not in use) were assessed. Students submitting timed writings with at least 30 gross words a minute (GWAM) within the error limitation were considered as achieving the 70% passing level.

B. Who was the data collected from? How many were collected?

The data was collected during Spring 2005 from all students that completed the course and were declared Business Technology and/or Office Administration and Technology majors at the beginning of the semester. Data was collected from seven (7) declared majors by the various BUS 127 instructors.

C. What were the results of the assessment?

All Business Technology/Office Administration and Technology majors (7 out of 7) successfully passed the test according to the published criteria. Each BUS 127 instructor submitted her class scores.

D. What changes are needed based on your assessment?

This is the second semester in which five-minute timed writings have been assessed. Both semesters (Spring 2004 and Spring 2005) all Business Technology majors met the minimum speed requirement; therefore, the Business Technology faculty will discuss the five-minute timed writing grading...
at the June 7-9, 2005, University of Hawai‘i system-wide Business Technology articulation meeting. The faculty also discussed this subject with the Business Technology Program Community Advisory Board and they agreed that the minimum speed should be increased.

Phase 2

E. What changes were implemented as a result of your initial assessment?
BUS 127 continued the same assessment for five-minute timed writings in Spring 2005. BUS 127 five-minute timed writing speeds were discussed at the June 7-9, 2005, University of Hawai‘i system-wide Business Technology articulation meetings. The Leeward Community College Business Technology Faculty present (Stanley May, Kay Ono, Normadeene Musick, Jean Hara, and Sandy Hoshino) agreed that the passing score of 30 gross words a minute was too low. By consensus, they agreed to increase the minimum passing score to 40 net words a minute (two word deduction for each error from gross words a minute) for a passing 70%. The number of allowed errors and practice remains the same. This decision was inline with the newly articulation Business Technology agreement (September 2005) for BUS 127 (articulated course, BUSN 123).

F. What were the results of those changes?
There were no changes on the five-minute timed writing assessment for Spring 2005. Once again, one hundred percent (100%) of the students passed with the minimum 30 GWAM score or higher.

G. What will be done for the next assessment of this course?
The next assessment will be more difficult for students to achieve since the minimum passing score will be 40 net words a minute (NWAM). Instructors will need to provide more practice opportunities for their students.