



## Course Assessments

### Baseline Assessment

#### Assessment Reporting Form

This report is to show that academic assessment is occurring and that the results are being used to make changes to improve student learning. The assessment being reported relates to Measurable Student Level Outcomes (MSLOs). This Baseline Assessment Reporting Form shows the percentage of students who are proficient in the student learning outcome(s) assessed and identifies improvements that will be made to increase that percentage.

#### Course Being Assessed

*COM259 Professional Communication*

#### Assessment Completed Term (baseline)

*Fall 2025*

#### Assessment Name and Description

Please provide the name of the assessment and a description of its type (multiple-choice quiz, essay aligned with rubric, performance exam, etc.).

*Communication Technology in business and professional settings - class assignment*

#### What is the targeted Proficiency Level For this Assignment?

*A, B or C grade*

How Many Faculty Members Administered the Assessment

1

How Many Sections were Included in the Assessment?

2

How Many Students Participated in the Assessment?

43

Term in which Follow-up Assessment will be Completed

*Spring 2025*

Baseline Data Changes

What efforts and/or changes will be made based on the results of the baseline data?

*Enhance student learning by adding additional instruction to the course i.e. lecture, PowerPoint, video, etcetera.;Add additional materials and activities for reinforcement;*

If this course aligns with a program, what PLO's were assessed?

*(Synthesis Level) Use multiple technologies to produce effective messages for a variety of professional situations.*

List the First MSLO that was Assessed

*10. (Application Level) Use communication technologies in business and professional settings.*

Which Common Student Learning Outcome(s) does this MSLO align with?

*2. Integrative Knowledge;3. Personal & Professional Skills;*

How Many Students Demonstrated Proficiency on this MSLO?

18

List the Second MSLO that was Assessed

*7. (Application Level) Explain the dynamics of different types of interpersonal relationships in business and professional contexts and demonstrate communication which is effective and appropriate for a variety of business and professional relationships.*

Which Common Student Learning Outcome(s) does this MSLO align with?

*3. Personal & Professional Skills;4. Reasoning Skills;*

How Many Students Demonstrated Proficiency on this MSLO?

18

List the Third MSLO that was Assessed

Which Common Student Learning Outcome(s) does this MSLO align with?

How Many Students Demonstrated Proficiency on this MSLO?

List the Fourth MSLO that was Assessed

Which Common Student Learning Outcome(s) does this MSLO align with?

How Many Students Demonstrated Proficiency on this MSLO?

List the Fifth MSLO that was Assessed

Which Common Student Learning Outcome(s) does this MSLO align with?

How Many Students Demonstrated Proficiency on this MSLO?