



SCHEV Competencies:

Written Communication

Oral Communication

Scientific Reasoning

Quantitative Reasoning

Critical Thinking

Information Technology



Office of Institutional Assessment

Information Technology

Standards

Committee Members

Assessment Proposals

Assessment Reports

Standards & Criteria

IT Presentation Panel

Notes from January 17, 2002

Standards for Presentation Basic Skills

Beginning with a pool of 22 tasks taken from the SAM 2000 test, the panel selected 20 tasks to keep in the pool, 14 of which are identified as essential. See the [list of these tasks \(pdf format\)](#). Based on the expertise of faculty participants, an analysis of each task, and a review of the scores students obtained in fall 2001, an acceptable score was set at 80% or 8 out of 10 tasks completed correctly. It was further determined that 80% of all students taking the test should achieve that acceptable score.

Acceptable score:	80%
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Percentage expected to achieve the acceptable score:	80%
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After establishing these standards, the panel identified the domains that should be reflected in the presentation test. Specifically these include the ability to:

1. Create a background
2. Build???
3. Insert tables and charts
4. Preview final presentation
5. Set headers and footers (not automatic)
6. Print X number of slides per page
7. Follow basic design principles
8. Be ADA compliant???

IT Presentation Panel Members

David Beach	Instructor, School of Management
Mike Dickerson	Faculty, Communication
Darrene Hackler	Asst. Professor, Public and International Affairs
Dee Holisky	Assoc. Dean, Academic Programs, College of Arts & Sciences
Anne Marchant	Assoc. Dean, School of Information Tech. and Engineering
Ginger Montecino	Asst. Professor, New Century College
Star Muir	Director of Student Technology Assistance & Resource Center and Instructional Resource Center
Robert Ruhling	Professor, Health, Fitness & Recreation Resources
Steve Schorling	Instructor, Computer Science
Gail Scott White	Assoc. Professor, College of Art and Visual Technology

IT Database Panel

Notes from January 14, 2002

Standards for Database Basic Skills

Beginning with a pool of 30 tasks taken from the SAM 2000 test, the panel selected 28 tasks to keep in the pool, 22 of which are identified as essential. See the [list of these tasks \(pdf format\)](#). Based on the expertise of faculty participants, an analysis of each task, and a review of the scores students obtained in fall 2001, an acceptable score was set at 70% or 7 out of 10 tasks completed correctly. It was further determined that 70% of all students taking the test should achieve that acceptable score.

Acceptable score:	70%
Percentage expected to achieve the acceptable score:	70%

After establishing these standards, the panel identified the domains that should be reflected in the database test. Specifically these include the ability to:

1. Query
2. Edit/Modify records
3. Print
4. Create a table
5. Generate reports
6. Input data
7. Modify a table structure
8. Sort data
9. Combine records and fields
10. Save
11. Copy

Database Panel Members

Anne Agee	Assistant Vice President for Information Technology
Marty Atherton	Asst. Professor, College of Nursing and Health Science
Harold Geller	Instructor, Physics and Astronomer
Tracie Good	Instructor, School of Management
David Haines	Assoc. Professor, Sociology & Anthropology
Dee Holisky	Assoc. Dean, Academic Programs, College of Arts & Sciences
Anne Marchant	Assoc. Dean, School of Information Tech. and Engineering
Steve Schorling	Instructor, Computer Science
Kevin Simons	Instruction Coordinator, University Libraries
David Wong	Assoc. Professor, Geography
Jim Young	Instructional Services Librarian, University Libraries and Instructor, New Century College

IT Spreadsheet Panel*Notes from January 15, 2002***Standards for Spreadsheet Basic Skills**

Beginning with a pool of 38 tasks taken from the SAM 2000 test, the panel selected 37 tasks to keep in the pool, 31 of which are identified as essential. See the [list of these tasks \(pdf format\)](#). Based on the expertise of faculty participants, an analysis of each task, and a review of the scores students obtained in fall 2001, an acceptable score was set at 70% or 7 out of 10 tasks completed correctly. It was further determined that 75% of all students taking the test should achieve that acceptable score.

Acceptable score:	70%
Percentage expected to achieve the acceptable score:	75%

After establishing these standards, the panel identified the domains that should be reflected in the spreadsheet test. Specifically these include the ability to:

1. Split panes
2. Hide/Unhide
3. Create simple charts
4. Order mathematical operations
5. Conduct "What if" analyses
6. Format (including autofomat)
7. Present ???
8. Sort
9. Import and Export (not currently taught)

IT Spreadsheet Panel Members

Stephen Davis	Assoc. Professor, Chemistry
Mary Ewell	Instructor, Physics and Astronomy
Karen Hallows	Asst. Professor, School of Management
Dee Holisky	Assoc. Dean, Academic Programs, College of Arts & Sciences
Robert Holt	Assoc. Professor, Psychology
Anne Marchant	Assoc. Dean, School of Information Tech. and Engineering
Joe Moraglio	Faculty, School of Management
John Sacco	Assoc. Professor, Public and International Affairs
Steve Schorling	Instructor, Computer Science
David Wong	Assoc. Professor, Geography

IT Word Processing Panel

Notes from January 11, 2002

Standards for Word Processing Basic Skills

Beginning with a pool of 36 tasks taken from the SAM 2000 test, the panel selected 29 tasks to keep in the pool. See the [list of these tasks \(pdf format\)](#). Based on the expertise of faculty participants, an analysis of each task, and a review of the scores students obtained in fall 2001, an acceptable score was set at 80% or 8 out of 10 tasks completed correctly. It was further determined that 80% of all students taking the test should achieve that acceptable score.

Acceptable score:	80%
Percentage expected to achieve the acceptable score:	80%

After establishing these standards, the panel identified the domains that should be reflected in the word processing test. Specifically these include the ability to:

1. Use symbols

2. Create tables
3. Align text
4. Manipulate text (move, copy, paste)
5. Format text
6. Use save and print commands
7. Print part of a document
8. Use "Help"

IT Word Processing Panel Members

David Beach	Instructor, School of Management
Scott Berg	Asst. Director, Writing Center
Ruth Fischer	Asst. Professor, English
Dee Holisky	Assoc. Dean, Academic Programs, College of Arts & Sciences
Winnie Keaney	Assoc. Professor, English
Mills Kelley	Asst. Professor, History & Art History
Anne Marchant	Assoc. Dean, School of Information Tech. and Engineering
Ginger Montecino	Asst. Professor, New Century College
Janine Ricouart	Professor, Modern and Classical Languages
Steve Schorling	Instructor, Computer Science
Lesley Smith	Asst. Professor, New Century College
Carol Urban	Instructor, College of Nursing and Health Science
Susan Warshauer	Coordinator, Technology Across the Curriculum, CAS
Boris Willis	Instructor, Dance

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