#11

COMPLETE

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Page 1: I. Program Overview and Update

Q1 Department(s) Reviewed:

Business (data is combined with ACCT)

Q2 Lead Author and Collaborators:

Pat Newman, Mary Sessom, Michael Aubry, Julie Ducharme, Dana Fitch

Q3 Dean:

Larry McLemore

Q4 Program Update (Required): Please summarize the changes, additions, and achievements have occurred in your program since the last program review. To access last year's program review, visit the IPRPC Intranet Page, accessible here.

Last Spring, a full time faculty member retired which necessitated bringing in more part time to fill those classes. A request will be made for a replacement BUS instructor.

A new Gig Economy course was written and is before the curriculum committee. This is part of the Business degree but can be applicable to many programs. The Federal Reserve estimates that there are as many of 75 million gig workers in the US. It is important for students who desire this independent work to know how to navigate the pitfalls in order to be successful.

The BUS internship program is off to a slow start. There are employers in all industry sectors interested our students but our students have been slower to recognize the advantages of this course.

Page 2: IIB. Student and Program Learning Outcomes

Q5 Do you have an assessment plan on file with SLOAC? If you have not already done so, you can submit your program's assessment plan to SLO Coordinator, Tania Jabour, at tania.jabour@gcccd.edu.   **Yes**

Q6 Please provide an analysis of your student learning outcomes (SLO) findings and what changes, if any, were made as a result.

TracDat results are only posted through Spring 2018. All of those outcomes are above the baseline 70% set by the department. Several new classes (Craft Entrepreneurship and Business Internship) have been added to the curriculum and will be assessed in the new assessment plan.

Q7 Review your PLOs. Are the listed PLOs an accurate reflection of the program's current learning objectives?   **Yes**

Q8 Are the PLOs mapped onto the course SLOs?   **Yes**

Q9 Discuss your assessment plan for the PLOs.

All business course SLOs have been mapped to the Business Administration, Business General, Entrepreneurship, and Management PLOs. Previous SLO assessment plans were not as informative as they could be because we were so in the weeds of assessing SLOs that we didn't see the big picture or have enough meaningful discussions. Plans are to produce a new SLO/PLO assessment plan to do a deep dive on each course once or twice in a three-year period for continuous improvement, with the fourth year to analyze all data for the comprehensive program review. This schedule will be based on the new comprehensive Program Review schedule.

Page 3: IIB. Student Achievement

Q10 How has the program's success rate changed over the past year?

The overall success rate for this program has been steadily increasing each academic year. Fall of 2013 had a low of 64% to a high of 72% in Fall 2017. Spring rates trended in a similar fashion, 65% SP14 to a high of 75% SP18. The reviewer must bear in mind that it is extremely difficult to separate BUS from ACCT so these figures are estimates only.

Q11 The College has set a 2024 goal of reaching a 77% course success rate (students passing with a grade of A, B, C, or P out of those enrolled at census) for the College as a whole. Consider how your will program help the College reach its long-term goal of increasing the course success rate to 77%. This is intended to provide a goal for improvement only; programs will not be penalized for not meeting the goal. What is your program's one-year goal for success rate across all courses in the program?

The average yearly increase has been 2.5% which puts BUS very close, if not exceeding, the college's goal of 77% by 2024. As stated in the update for ACCT, addressing the decrease in success in BUS 120 may increase these numbers by more than 2.5%.

Q12 Which specific groups (by gender and ethnicity) have success rates lower than that of the program overall?

It is impossible to pull out of the data the success rates for gender or ethnicity as they are combined with ACCT. Any analysis for ACCT consists of BUS as well.

The African-American have lower success rates than those of the other ethnic groups, primarily in the hybrid classes (48%). Hispanics averaged 65% and White Non-Hispanic averaged 75%.

In terms of gender, the women have a slight edge over the men; 74.3% versus 73%. It can be said that things are equal in the way they should be.

It is critical to remember that the ACCT figures are for BUS overall. While the success rate can be broken down by course, it may not be accurate.

Q13 What program (or institutional) factors may be contributing to these lower rates of success for these groups of students?

In terms of the differences in ethnicity regarding the African-Americans in hybrid classes, those numbers reflect 7-3 students per semester. The numbers for the other two ethnic groups are significantly higher, 23-24 for Hispanic and 42-44 for White Non-Hispanic. The success rates over the other modalities are comparable, with the exception of FA 17 on-campus when the success rate sank to 31% for 4 students. This semester needs addressed.

This includes ACCT students as well.

Q14 What specific steps will the program take to address these equity gaps in the 2019/20 academic year?

The program struggles to know how to address this small number of students. The total average semester enrollment in this program was 457 (duplicated). The total average semester enrollment in this program for African American students was 46 (duplicated). Yet the biggest success gap was in hybrid classes with an average semester enrollment of 3.3. The program acknowledges an equity gap but, other than referring these students to the resources the college offers such as tutoring, it is difficult to know how to affect change in a group that is .072 of the average semester enrollment.

This analysis includes ACCT students as well.

Q15 How do these activities align with the goals set forth in your last comprehensive program review? **Respondent skipped this question**

Q16 OPTIONAL: If you would like to attach any charts or additional documentation (aside from the program review report prepared by the IESE Office), please upload it using the button below. You can upload PDF, Word, and image files. **Respondent skipped this question**

Page 4: Distance Education

Q17 Does your program offer any courses via distance education (online)? **Yes**

Page 5: Distance Education Course Success

Q18 Are there differences in success rates for distance education (online) versus in-person sections? **Yes**

Q19 If there are differences in success rates for distance education (online) versus in person sections, what will the program do to address these disparities?

The difference in success rates for online versus on campus is minor. In Fall 2017 online success was 70% compared to on-campus success 75%. In Spring the difference was less -- online 76% vs on-campus 78%. Business will continue to offer a mixture of online, on-campus, and hybrid classes. It is important to remember that these numbers are BUS/ACCT

Page 6: IV. Previous Goals: Update (If Applicable)

Q20 Would you like to provide an update for your previous program review goal(s)? **Yes**

Page 7: Previous Goal 1

Q21 Previous Goal 1:

Update Entrepreneurship curriculum

Q22 Link to College Strategic Goal(s):

Guided Student Pathways,

Student Validation and Engagement,

Organizational Health

Q23 Goal Status **In Progress**

Q24 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Enrollment/retention/success of students including the number of certificates and degrees earned.

Q25 Please provide the rationale for this goal:

These courses need to be reviewed and rewritten, focusing on the need to address technology and the use of social media.

Q26 Please provide the goal action steps for the year (previously "Activities"):

Request a full-time Business instructor to replace a retirement from last year.

Q27 Do you have another goal to update?   **Yes**

Page 8: Previous Goal 2

Q28 Previous Goal 2:

Create a broader Internship Course for the Management Program

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Q29 Link to College Strategic Goal(s):   **Guided Student** **,**
Pathways

Student Validation and
Engagement

Q30 Goal Status   **Completed**

Q31 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

The first semester these new courses were offered had it problems with admission to the courses needing to be screened by the department co-chairs to ensure students had the required credits or experience to be successful. That seems to have been resolved so going forward the program should succeed. Evaluation will be done by following up with students to see if the internship was helpful in landing them a job in the industry.

Q32 Please provide the rationale for this goal: **Respondent skipped this question**

Q33 Please provide the goal action steps for the year   **Respondent skipped this question**
(previously "Activities"):

Q34 Do you have another goal to update?   **Yes**

Page 9: Previous Goal 3

Q35 Previous Goal 3:

Implement Craft Industries Certificate

Q36 Link to College Strategic Goal(s):   **Guided Student** **,**
Pathways

Student Validation and
Engagement

Q37 Goal Status   **In Progress**

Q38 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

The first class is being offered SP19. It has sufficient enrollment to meet the college's minimum requirement for offering. That is great but too early to call it a success.

Q39 Please provide the rationale for this goal: **Respondent skipped this question**

Q40 Please provide the goal action steps for the year   **Respondent skipped this question**
(previously "Activities"):

Q41 Do you have another goal to update?   **Yes**

Page 10: Previous Goal 4

Q42 Previous Goal 4:

Guided Student Pathways

Q43 Link to College Strategic Goal(s):   **Guided Student   ,
                                                            Pathways**

                                                            **Student Validation and
                                                            Engagement**

Q44 Goal Status   **In Progress**

Q45 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

the initial step of updating SLOs and holding discussions on how to better incorporate the goals of Pathways into our course offerings happened.

Q46 Please provide the rationale for this goal: **Respondent skipped this question**

Q47 Please provide the goal action steps for the year   **Respondent skipped this question**
(previously "Activities"):

Page 11: V. New Goals (If Applicable)

Q48 Would you like to propose any new goal(s)?   **Yes**

Page 12: New Goal 1

Q49 New Goal 1:

Business instructor to revise Entrepreneurship, advocate for the new Craft Industries certificate, and create Gig Economy Self-Employed Pathway Certificate

Q50 Link to College Strategic Goal(s):

Guided Student Pathways ,

Student Validation and Engagement ,

Organizational Health

Q51 Please provide the rationale for this goal:

The program lost a full-time instructor late last spring to retirement. There are so many degrees and certificates in the program needing a person to lead the charge. Entrepreneurship and the new Craft Industries certificate are in need of this leadership. A new course on the Gig Economy was recently added, and this person would be tasked with creating a Gig Economy Self-Employed pathway/certificate.

Q52 Please provide the goal action steps for the year (previously "Activities"):

Complete the faculty request form for this position.

Q53 How will the goal be evaluated?

Ranking on the faculty hire list

Q54 Do you have another new goal?   **No**

Page 13: New Goal 2

Q55 New Goal 2:   **Respondent skipped this question**

Q56 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q57 Please provide the rationale for this goal: **Respondent skipped this question**

Q58 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q59 How will the goal be evaluated?   **Respondent skipped this question**

Q60 Do you have another new goal?   **Respondent skipped this question**

Page 14: New Goal 3

Q61 New Goal 3:   **Respondent skipped this question**

Q62 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q63 Please provide the rationale for this goal: **Respondent skipped this question**

Q64 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q65 How will the goal be evaluated?   **Respondent skipped this question**

Q66 Do you have another new goal?   **Respondent skipped this question**

Page 15: New Goal 4

Q67 New Goal 4:   **Respondent skipped this question**

Q68 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q69 Please provide the rationale for this goal: **Respondent skipped this question**

Q70 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q71 How will the goal be evaluated?   **Respondent skipped this question**

Page 16: VI. Resources Needed to Fully Achieve Goal(s)

Q72 Is the program requesting resources this year to achieve this goal?   **Yes**

Page 17: V. Faculty Resource Needs

Q73 Are you requesting one or more faculty positions to achieve this goal?　　**Yes**

Page 18: Faculty Position Request(s)

Q74 Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request Information) for this position that you are requesting and upload it using the button below.The Faculty Position Request Form (In Word) can be located here (under Staffing Request Information).Brief Description of the Position Requested:

Business Instructor

Q75 Faculty Position Request 1 - Related Program Goal(s):

Previous goals 1-4, New goal 1

Q76 Faculty Position Request Upload 1: Please upload the completed faculty request form for the above position using the button below. You can access the Word version of the Faculty Position Request Form here (under Staffing Request Information).

BUS FacultyPositionRequestForm-2018-19FINAL.docx (17.8KB)

Q77 Faculty Position Request 2 (if applicable): Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request Information) for this position that you are requesting and upload it using the button below.The Faculty Position Request Form (In Word) can be located here (under Staffing Request Information).Brief Description of Position Requested:　　**Respondent skipped this question**

Q78 Faculty Position Request 2 - Related Program Goal(s):　　**Respondent skipped this question**

Q79 Faculty Position Request Upload 2: Please upload the completed faculty request form for the above position using the button below. You can access the Word version of the Faculty Position Request Form here.　　**Respondent skipped this question**

Page 19: VI. Classified Staff Resource Needs

Q80 Are you requesting one or more classified positions to achieve this goal?　　**No**

Page 20: Classified Staff Position Request(s)

Q81 Classified Staff Position Request 1: Please remember to complete the Classified Staff Position Request Form (accessible here, under Staffing Request Information) for this position you are requesting.Brief Description of Position Requested:

Respondent skipped this question

Q82 Classified Staff Position 1 Related Program Goal(s):

Respondent skipped this question

Q83 Classified Staff Position 1 Request Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here.

Respondent skipped this question

Q84 ***OPTIONAL*** Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

Q85 Classified Staff Position Request 2: Please remember to complete the Classified Staff Position Request Form (accessible here, under Staffing Request Information) for each position you are requesting.Brief Description of Position Requested:

Respondent skipped this question

Q86 Classified Staff Position 2 Related Program Goal(s):

Respondent skipped this question

Q87 Classified Staff Position Request 2 Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here (under Staffing Request Information).

Respondent skipped this question

Q88 ***OPTIONAL*** Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

Page 21: VII. Technology Resource Needs

Q89 Are you requesting technology resources to achieve this goal?

No

Page 22: Technology Request(s)

Q90 Technology Request 1: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Respondent skipped this question

Q91 Technology Request 2: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Respondent skipped this question

Page 23: VIII. Perkins and Strong Workforce Resource Needs

Q92 Are you requesting Perkins and/or Strong Workforce resources to achieve this goal?

No

Page 24: Perkins Request and Strong Workforce

Q93 Perkins Request and Strong Workforce 1: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle.

Respondent skipped this question

Q94 Perkins Request and Strong Workforce 2: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle.

Respondent skipped this question

Page 25: IX. Supplies/Equipment Resource Needs

Q95 Are you requesting supplies and/or equipment resources to achieve this goal?

No

Page 26: Supplies/Equipment Request(s)

Q96 Supplies/Equipment Request 1: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis.

Respondent skipped this question

Q97 Supplies/Equipment Documentation 1: Please upload any supplies/equipment quotes or additional documentation for this request.

Respondent skipped this question

Q98 Supplies/Equipment Request 2: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis.

Respondent skipped this question

Q99 Supplies/Equipment Documentation 2 : Please upload any supplies/equipment quotes or additional documentation for this request.

Respondent skipped this question

Page 27: X. Facilities Resource Needs

Q100 Are you requesting facilities resources to achieve this goal?

No

Page 28: Facilities Request

Q101 Facilities Request 1: Please provide the information below and remember to complete a Facilities Request Form accessible here: Facilities Request Form

Respondent skipped this question

Q102 Facilities Request 2: Please provide the information below and remember to complete a Facilities Request Form, accessible here:Facilities Request Form

Respondent skipped this question

Page 29: XI. Professional Development Resource Needs

Q103 Are you requesting professional development resources to achieve this goal?

No

Page 30: Professional Development Request

Q104 Professional Development Request 1: Please provide the information identified below and follow the process for requesting professional development funds, outlined here.

Respondent skipped this question

Q105 Professional Development Request 2: Please provide the information identified below and follow the process for requesting professional development funds, outlined here.

Respondent skipped this question

Page 31: XII. Other Resource Needs

Q106 Are you requesting any other resources to achieve this goal?   **No**

Page 32: Other Resource Requests

Q107 Other Resource Requests 1: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.   **Respondent skipped this question**

Q108 Other Resource Requests 2: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.   **Respondent skipped this question**

Page 33

Q109 Are you ready to submit your program review? If you click "No," you will be redirected to the start of the program review module.   **Respondent skipped this question**