



Barstow Community College
**INSTRUCTIONAL
PROGRAM REVIEW**

PROGRAM:

Academic Year:

Date Submitted:

By:

Faculty Lead:

Members:

1. Mission and Vision
2. Description and Overview
3. Program Data
4. Curriculum
5. Internal Factors
6. External Factors
7. Continuing Education and Professional Development
8. Prior Goals and Objectives
9. Action Plan: Goals/Objectives/Actions
10. Resources

1. Program Mission and Vision

A. Program Mission

The program seeks to encourage the study of accounting at the undergraduate and graduate course levels incorporating both quantitative reasoning and critical thinking throughout its offerings.

B. Program Vision (*Where would you like the Program to be three years from now?*)

C. Describe how mission and vision align with and contribute to the College’s [Mission](#) and [Vision](#)

The study of accounting incorporates critical thinking throughout its course offerings in conjunction with the colleges’ mission to promote critical thinking. Furthermore, offering a certificate and being aligned with the Business Programs is in conjunction with our vision of empowering students to achieve excellence in their personal and academic pursuits.

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ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

- A. Organization, including staffing and structure
- B. Who do you service (including Demographics)?
- C. What kind of services does your program provide?
- D. How do you provide them?

The department consist of one full time and two part-time instructors. Our student population consist of both in state and military serviced through both online and live instruction. The program contributes to the offering of business courses leading to certificate attainment and transferability to UC and CSU institutions. Academic preparation is evidenced by the faculty having attained degrees beyond the master’s level. Our department, in coordination with the Vocational Program Director, is consistently updated regarding seminars, conferences, and in the availability of supplemental materials necessary for the success in the study of business.

DATE:

ANNUAL UPDATE #1:

DATE:	
ANNUAL UPDATE #2:	

3. Program Data

A. PERFORMANCE DATA

Discuss the program’s performance on the specific data items listed below:

1) Full-time/Part-Time Faculty Ratio

1:2

2) Course Completion Rate

	TRADITIONAL	ONLINE
a) Full-time:	201207; CRN# 20161: 32; 201303; CRN# 41303: 12	201303; CRN# 40800:
b) Part-time:		201207; CRN# 20115: 14; 20151: 41; 20152: 30; 201303; CRN#40983: 38; 40964: 41; 40965: 32; 201305; CRN#:80212: 43

3) Course Success/Retention Rate

	TRADITIONAL	ONLINE
a) Full-time:	201207; CRN#20161: 68%; 201303; CRN# 41303:92%	201303; CRN#40800: 77%
b) Part-time:		201207; CRN# 20115: 57%; 20151: 75%; 20152: 75% 201303; CRN 40938: 24%; 40964: 69%; 40965: 78% 201305; CRN 80212: 57%

4) WSCH/FTEF Ratio

	TRADITIONAL	ONLINE
a) Full-time:		
b) Part-time:		

5) Fill Rate

	TRADITIONAL	ONLINE
a) Full-time:	201207; CRN# 20161: 1 st day:105; Census: 77.5; EOT: 70 201303; CRN#41303: 1 st day:30; Census: 30; EOT: 27.5	201303; CRN: 40800: 1 st day: 50; Census: 44; EOT: 34
b) Part-time:		201207; CRN# 20115: 1 st day: 28; Census: 28; EOT: 24; CRN #20151: 1 st day: 106; Census: 86; EOT: 72; CRN #20152: 1 st day: 78; Census: 72; EOT: 60 201305; CRN# 80212: 1 st Day:102; Census: 92; EOT: 70

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ANNUAL UPDATE #1:	<input type="text"/>
DATE:	<input type="text"/>
ANNUAL UPDATE #2:	<input type="text"/>

B. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes

- 1) Summarize the progress your program has made on program and/or course level SLO measures. (Include *Outcome Statements* in this summary.)

Program Learning Outcomes:

Upon completion of the Accounting Certificate Program (and AS degree), the student will be able to do the following:

1. Understanding the role of accounting and apply basic accounting information to business decision-making.
2. Demonstrate the ability to analyze, interpret, and prepare financial statements and reports in accordance with generally accepted accounting procedures.
3. Demonstrated ethical conduct in accounting functions.

SLO's are being assessed on monthly basis with students attaining a measurable level of success in outcome objectives

In 2012-2013, ACCT course outlines of record were updated to accurately list the SLOs for each course taught in that academic year. All student learning outcomes were assessed for each course taught

Program goals have been met in all categories regarding SLO objectives

- 2) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

Revising the SLOs and Course Outline of record has helped to align our specific areas of concern in the process.

- 3) Reflecting on the responses for #1 and #2 above, what will you implement for the next assessment cycle?

DATE:	<input type="text"/>
ANNUAL UPDATE #1:	<input type="text"/>
DATE:	<input type="text"/>
ANNUAL UPDATE #2:	<input type="text"/>

C. Supporting Assessment Data (See Handbook for additional information)

- 1) Provide a list of any additional measures (not included in 3.A.) that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).

- 2) Summarize the results of these measures.

- 3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you plan* to implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)

- 4) Include DCP Program Assessment Benchmarks, providing analysis of data on long term goals and objectives.

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D. Two-Year Scheduling Plan

- 1) What is the program’s Two-Year Scheduling Plan? What changes, if any, have been made since the last Program Review?

Student offering consist of scheduling Acct 1A in fall semester followed by 1b and Managerial, with elective offerings, during spring semester

- 2) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals?

Retention and course completion rates have improved.

- 3) Reflecting on these results, what are the goals for the next assessment cycle?

More course offerings in the areas of electives.

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DATE: [Empty text box]

ANNUAL UPDATE #2: [Empty text box]

4. Curriculum

- A. List any new courses or program changes since the last program review. Be sure to include any newly approved prerequisites or corequisites.

Dept. updated all course outlines with SLOs.

B. Explain the current evaluation process. How and when was the curriculum last evaluated? (Appropriateness, archiving, deleting, revising, etc.)

The curriculum for ACCT was evaluated in 2012-2013 – resulting in the new SLOs on the course outlines.
The curriculum process at this time, relies on CTE training, program review and curriculum requirements. There is not standing curriculum discussion in the department since until very recently only adjuncts taught in the discipline.
The one FT Faculty is responsible for course revisions, curriculum submissions.

C. List any courses not in full compliance with Curriculum Committee Standards, including those that have not been updated in the past six years (see [Curriculum Manual](#) for additional information, if necessary).

All courses within full compliance. Those not offered in recent semesters have been archived.

D. Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum (including all modes of delivery)?

Faculty members engaged in post-graduate training in the areas of financial planning, teaching, and consulting.

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ANNUAL UPDATE #1:	<input type="text"/>
DATE:	<input type="text"/>
ANNUAL UPDATE #2:	<input type="text"/>

5. Internal Factors (see Handbook for worksheet)

A. Strengths

B. Weaknesses

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ANNUAL UPDATE #1:	<input type="text"/>
DATE:	<input type="text"/>

ANNUAL UPDATE #2:	
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6. External Factors *(see Handbook for worksheet)*

A. Opportunities

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B. Threats

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ANNUAL UPDATE #1:	
DATE:	
ANNUAL UPDATE #2:	

7. Continuing Education/Professional Development

A. What continuing education and/or professional development activities have program/unit members participated in during the current cycle?

Accounting instructors attend faculty trainings and seminars, publish, and provide financial services outside of BCC.

B. What are the continuing education and/or professional development plans for the upcoming cycle?

Publishing, completion of certificate program in financial planning offered through UC Irvine.
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ANNUAL UPDATE #1:	
DATE:	
ANNUAL UPDATE #2:	

8. Prior Goals/Objectives

Briefly summarize the progress your program/ has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*

DATE:

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College’s [Strategic Priorities](#).
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This area provides for the additional communication of information necessary to further “close the loop” on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. [Strategic Plan](#), [Educational Master Plan](#), [Facilities Plan](#), [Technology Plan](#)), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. *(See Handbook for additional examples.)*

Complete the following table with your Program's **ACTION PLAN**, which must include a **minimum of 3 goals**:

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES (click link for list of Strategic Priorities)	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	Preparation and analysis of financial statements and the recognition of the importance of transparency in financial reporting necessary for accurate shareholder and governmental entity reporting uses.	<p>List all that apply:</p> <ul style="list-style-type: none"> - Foster innovative learning environment - Provide Successful college learning experience - Promote and support student engagement - Cultivate and enhance local partnerships - Attract/develop excellent employees - Strengthen college planning/decision making 	#1#1 Students will prepare financial statements which are both accurate and in accordance with GAAP – Generally Accepted Accounting Principles.	<p>IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE</p> <p>MEASURES: IN, PR, DE</p> <p>ASSESSMENT: IN, PR, DE</p>
			#2 Students will develop a mastery of accounting theory and implement theory into practice through development of business plan incorporating all elements of the Accounting Cycle.	<p>IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE</p> <p>MEASURES: IN, PR, DE</p> <p>ASSESSMENT: IN, PR, DE</p>
			#3 Students will develop awareness for ethically prepared financial	<p>IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE</p> <p>MEASURES: IN, PR, DE</p> <p>ASSESSMENT: IN, PR, DE</p>
Additional Information:		KEY - IN= Introducing, PR = Practicing, DE = demonstrating		
DATE:	<input type="text"/>	ANNUAL UPDATE #1:	<input type="text"/>	
DATE:	<input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	
#2	Recognition of the importance of quantitative data essential to budgeting, planning, variance analysis and in determining the profitability of various business enterprises.	<p>List all that apply:</p> <ul style="list-style-type: none"> Foster innovative learning environment - Provide Successful college learning experience 	#1 Knowledge of the significance of reporting for both internal and external users of financial data.	<p>IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE</p> <p>MEASURES: IN, PR, DE</p> <p>ASSESSMENT: IN, PR, DE</p>
			#2 Evaluate understanding of all types of budgets and their relationship to critical tasks and strategic outcomes.	<p>IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE</p> <p>MEASURES: IN, PR, DE</p>

ACTION PLAN					
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES (click link for list of Strategic Priorities)	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT	
	<ul style="list-style-type: none"> - Promote and support student engagement - Cultivate and enhance local partnerships - Attract/develop excellent employees - Strengthen college planning/ decision making 			ASSESSMENT: IN, PR, DE	
		#3 Understanding Job and Process costing processes essential in the development of goods and services	IN, PR, DE	OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE	
	<i>Additional Information:</i>				
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#3	Understanding the importance of transparency in financial reporting and disclosure Foster innovative learning environment <ul style="list-style-type: none"> - Provide Successful college learning experience - Promote and support student engagement - Cultivate and enhance local partnerships - Attract/develop excellent employees 	<i>List all that apply:</i>	#1 Examination of case studies highlighting ethical breaches	IN, PR, DE	OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE
			#2 Applied learning through the construction of various financial reports	IN, PR, DE	OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE
			#3 Exposure to the objectives of internal and external auditing practices	IN, PR, DE	OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
	- Strengthen college planning/ decision making :			
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	DATE: <input type="text"/>	ANNUAL UPDATE #1:	<input type="text"/>	
	DATE: <input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	
#4		<i>List all that apply:</i>	#1	
			#2	
			#3	
	<i>Additional Information:</i>			
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#5		<i>List all that apply:</i>	#1	
			#2	
			#3	
	<i>Additional Information:</i>			
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#6		<i>List all that apply:</i>	#1	
			#2	

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
		#3		
<i>Additional Information:</i>				
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DATE:	<input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.

IMPORTANT: A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested. *(Click the link to access the form.)*

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

ANNUAL UPDATE #1:

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Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

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Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source