



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 business at the undergraduate and graduate course levels incorporating quantitative reasoning and social science analysis throughout its offerings.

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

The department seeks to increase its transfer rate since it has created a business transfer degree eligible for California State University.

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

The study of business administration incorporates critical thinking throughout its course offerings in conjunction with the colleges' mission to promote critical thinking. Furthermore, offering a transfer degree aligns with our vision of empowering students to achieve excellence in their personal and academic pursuits.

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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?

Organization, including staffing and structure:

1 FT faculty who also teaches in 4 other disciplines and 5 part-time faculty who are practioniers in their fields of expertise. Our course delivery is both online and live which services both the military and much of southern California. Many course offerings are on campus and Fort Irwin.

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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

There is one full-time faculty member to 5 part-time; 80% of the part-time faculty make up the programs instructor

2) Course Completion Rate

	TRADITIONAL	ONLINE
a) Full-time:	201303; CRN#41273: 12	201207; CRN#20070:51
		201305; CRN#80254: 47
		201207; CRN#20149:34
b) Part-time:		20162:34; 20163:36;20164:26
		201303:CRN#40647:25;40 949;27;40963:28;40966:32 ;40967:32; 40972:38

3) Course Success/Retention Rate

	TRADITIONAL	ONLINE
a) Full-time:	201303; CRN#41273: 12	201207;CRN#20070:51;
		201305; CRN#80254: 47
		201207; CRN#20149:34; 20162: 34; 20163: 36; 20164: 26
b) Part-time:		201303; CRN#40947: 25; 40949: 27; 40963: 28; 40966: 32; 40967: 32; 40972: 38

4) WSCH/FTEF Ratio

	TRADITIONAL	ONLINE
a) Full-time:		

b) Part-time:

5) Fill Rate

TRADITIONAL

ONLINE

a) Full-time:

201303; CRN#41273: 1st
 Day: 37.5; Census: 30;
 EOT: 30

201207; CRN# 20070: 1st
 day:104; Census: 102;
 EOT: 64; 201305;
 CRN#80254; 1st Day: 110;
 Census: 94; EOT: 90

b) Part-time:

201207; CRN: 20149; 1st
 day: 108; Census: 70;
 EOT: 65; 20162; 1st Day:
 102; Census: 72; EOT: 62;
 20163; 1st Day: 98; Census:
 96; EOT: 66; 20164;
 1stDay: 104; Census: 64;
 EOT: 44

201303; CRN: 40947: 1st
 Day: 94; Census: 76; EOT:
 40; 40949; 1stDay: 102;
 Census: 96; EOT: 50;
 40963; 1st Day: 80; Census:
 56; EOT: 52; 40966; 1st
 Day: 92; Census: 78; EOT:
 54; 40967; 1st Day: 98;
 Census: 74; EOT: 58;
 40972; 1st Day: 100;
 Census: 82; EOT: 76

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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 (from Catalog):

Upon completion of the Business Program, the student will be able to do the following.

1. Demonstrate an introductory knowledge of the entry level skills common to the contemporary business environment.
2. Speak and write business communications efficiently and effectively.
3. Demonstrate a basic understanding of monetary and legal aspects of the 21st century business

environment.

- Objective measurements currently under examination have been met. Constant assessment and revisions do occur.
- Status update on meeting the program goals and objectives identified in the last Program Review - Thus far faculty continues to monitor and assess goals and objectives for courses under Business Administration program.
- Plan for assessing the SLOs that have not been assessed at this time - None noted

:

In 2012-2013, Business 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

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

Additionally courses offered live to meet student demand. Specifically in the areas of Business Law and economics.

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

Our program will continue to monitor SLO's so that they are in conformity with program outcomes, and develop additional courses based, however, on student need.

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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?

BADM A.S. Two year plan follows the requirements as shown below:

Semester 1 (Fall odd?)
CORE requirements:
ACCT 1A Principles of Accounting
BADM 2 Business Law

Electives:
CBIS 40 Spreadsheet Applications
CBIS 41 Beginning Word Processing
CBIS 42 Advanced Word Processing
CBIS 43 Presentation Applications And Media ...

Semester 2
CORE requirements:
ACCT 1A Principles of Accounting
BADM 2 Business Law
...

Electives:

Degree requirements From BCC Catalog
Major Core Requirements (units)
ACCT 1A Principles of Accounting 3-
ACCT 1B Principles of Accounting 3

BADM 1 Business Law I 3
ECON 1 Principles of Economics (MACRO) 3
ECON 2 Principles of Economics (MICRO) 3
A minimum of 9 units from the following list
ACCT 4 Managerial Accounting 3
BADM 2 Business Law II 3
BADM 19 Marketing 3
BADM 51 Business Math 3
CBIS 40 Spreadsheet Applications 4
CBIS 41 Beginning Word Processing 4
CBIS 42 Advanced Word Processing 4
CBIS 43 Presentation Applications And Media 3
MGMT 7 Small Business Management 3

Units Required in Major 15
General Education Coursework 27
Electives 09
Total Units Required 60

BADM A.S.-T Two year plan follows the requirements as shown below:

BADM Certificate of achievement Two year plan follows the requirements as shown below:
Required Courses Units
ACCT 1A Principles of Accounting 3
ACCT 1B Principles of Accounting 3
ACCT 4 Managerial Accounting 3
ACCT 68 Federal Tax I 3
BADM 1 Business Law I 3
BADM 51 Business Math 3
Total Units Required 18

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

Plan currently being monitored for successful completion.

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

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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.

The department 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.

- 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 should be in full-compliance, pre-requisites need have been validated.

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

Faculty will continue monitoring effectiveness of delivery methods and student retention rates as a means for assessing if new course offerings are required.

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5. Internal Factors (*see Handbook for worksheet*)

- A. Strengths

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

- B. Weaknesses

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

Since the 2012 review was an update, this question was not on the PROGRAM REVIEW from OCTOBER 2012.

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6. External Factors *(see Handbook for worksheet)*

A. Opportunities

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

Since the 2012 review was an update, this question was not on the PROGRAM REVIEW from OCTOBER 2012.

B. Threats

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

Since the 2012 review was an update, this question was not on the PROGRAM REVIEW from OCTOBER 2012.

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7. Continuing Education/Professional Development

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

The full time instructors regularly attend the Barstow Community College FT faculty trainings and meeting. In addition faculty members publish, are business practitioners, and are enrolled in post-graduate training related to business/economics.

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

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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.)*

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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 Students will articulate a clear understanding of the principles related to marketing, strategic planning, financing and investment planning pertaining to domestic and foreign enterprise. Furthermore, students will gain a fundamental understanding of the legal framework essential to the operation of commercial enterprises.	<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 	<p>#1 Students will compare, contrast, and explain major development in the legal framework of business.</p> <p>#2 Students will examine commercial regulations applying these rules to various cases under review.</p> <p>#3 Students will use investigative research methodologies applicable to the study of law and apply them in their course work encompassing case studies, oral reports, examinations and group discussions</p>	IN, PR, DE IN, PR, DE IN, PR, DE	<p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p>
Additional Information:	KEY - IN=- Introducing, PR = Practicing, DE = demonstrating			
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#2 Through applications utilizing case studies and empirical data, students learn the importance of resource costs and how they are allocated within the organizational framework of public and private enterprise.	<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 	<p>#1 Investigate and understand the various areas of business practice essential to the operational functionality of business.</p> <p>#2 Investigate and understand the various areas of business practice essential to the operational functionality of business.</p> <p>#3 Develop an awareness of global business practices and their integration with</p>	IN, PR, DE IN, PR, DE IN, PR, DE	<p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: 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
		domestic institutions.		
Additional Information:				
DATE:				
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#3	Students will possess mathematical aptitude essential for empirical analysis in business and the Social Sciences	<p><i>List all that apply:</i></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 	<p>#1 Identify how product, promotion, pricing and distribution impact marketing decisions</p> <p>#2 Marketing Plan for course completion purposes as part of an overall business strategy.</p> <p>#3 Incorporate an understanding of operational decision making involving resource costs essential to the marketing process</p>	<p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p> <p>OUTCOMES: IN, PR, DE MEASURES: IN, PR, DE ASSESSMENT: IN, PR, DE</p>
Additional Information:				
DATE:				
DATE:				
#4		<p><i>List all that apply:</i></p> <p>#1</p> <p>#2</p> <p>#3</p>		
Additional Information:				
DATE:				

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
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#5	DATE: <input type="text"/> List all that apply:		#1		
			#2		
			#3		
<i>Additional Information:</i>					
	DATE: <input type="text"/> ANNUAL UPDATE #1: <input type="text"/>				
	DATE: <input type="text"/> ANNUAL UPDATE #2: <input type="text"/>				
#6	DATE: <input type="text"/> List all that apply:		#1		
			#2		
			#3		
<i>Additional Information:</i>					
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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

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

ANNUAL UPDATE #2:

DATE:

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