Annual Program Review – Accounting/Business Management (2025–2026)

Form: Annual Program Review

Submitted by	Annika Russell-Manke (22542)
Submitted on	Jan 7, 2026
Form ID	1bd7bf9d-ad94-4d3b-9fff-57b838700a04
Year	2025–2026
Program	Accounting/Business Management
Begin Date	Jan 7, 2026

A. Program Learning Outcomes

Program learning outcomes meet industry and community trends and support the mission of Mitchell Technical College.

Date of review: Jan 7, 2026

Review process and changes: Instructors reviewed program outcomes and made changes according to advisory board, accreditation, and instructor feedback.

Outcomes status: Up-to-date in Coursedog and on the program web page.

B. Course Syllabi

Course syllabi in the program include the following components:

- Course title and number
- Credit hours
- Instructor
- Instructor office hours/contact information
- Prerequisites
- Course description
- Competencies
- Required text(s)
- Grading criteria
- Freedom of expression statement
- Academic integrity policy

- ADA statement

- Nondiscrimination statement

Date of review: Jan 7, 2026

Syllabi status: Up-to-date in Coursedog.

Notes: The syllabus for Introduction to Human Resources Management was reviewed at the October 2025 advisory board meeting. A board member working in HR suggested topics to add.

C. Program Competencies

Date of review: Jan 7, 2026

Review process and changes: Instructors reviewed program competencies and updated them with input from business partners.

D1. Course Assessments

Instructors use a variety of assessments; assess identified outcomes/competencies; and include higher-level thinking skills.

Assessments used:

- Oral examinations/presentations

- Written essays

- Written reports

- Examinations

- Comprehensive final exams

- Journals

- Peer evaluations

- Self-evaluations

- Clinical/internship observations

- Class participation

- Capstone projects

- Other projects

- Quizzes

- Simulations

Not used:

- Portfolio projects
- Videos of student mastery
- Lab demonstrations

D2. Course Assessments – Continued

Assessments are matched to outcomes/competencies.

Changes since last review: Instructors evaluate assessments annually and adjust requirements in line with industry expectations.

Examples of higher-level thinking:

- Business Law: case studies and a mock trial where students assume judicial system roles.
- Accounting courses: online work, quizzes, Excel, and extension activities.
- Digital Marketing: Stukent simulation for planning and running social campaigns.
- Introduction to Business: 'Shark Tank' presentation including market analysis, strategy, and financial plan.
- Excel: capstone spreadsheet project tailored to a current or future career need.
- Customer Service: simulation lab assessing application of techniques.
- Tax Accounting: participation in the VITA program preparing returns for qualified community members.

E. Certifications

Verify that certifications and licensures are saved in the Industry Certifications library on the program SharePoint page.
Changes based on certification assessments: N/A.

F. Program Internships/Externships

Evaluation methods:

- Internship supervisors complete a performance instrument for each intern.
- Students submit weekly journals documenting tasks and responsibilities.
- Instructors conduct at least one on-site visit during the internship period.

Curriculum changes from internship results: No changes have been made.

H–N. Program Metrics and Satisfaction

H. Enrollment (10-day count vs. cap)	93% (meets benchmark)
I. Retention	85% (meets benchmark)

J. Graduation	74% (meets benchmark)
K. In-field Job Placement	83% (meets benchmark)
L. Student Satisfaction (Noel-Levitz gaps)	Not available this cycle
M. Alumni Satisfaction	Not available this cycle
N. Employer Satisfaction	Not available this cycle

O. Professional Development

Activities in the last year: Conferences and webinars attended; one instructor completed courses to renew insurance licenses; both instructors continue work in bookkeeping and insurance.

Impact on program: Learning from these activities is shared among faculty and brought into the classroom through real-life examples.

P. Professional Organizations

Faculty belong to professional organizations and students are made aware of organizations relevant to their field.

Q. Advisory Board Recommendations

Minutes should be retained in the Advisory Board Minutes library on SharePoint.
Changes made based on past year's advisory board feedback: None.

Responsible personnel: N/A. Implementation date: Jan 7, 2026.

R. Program Improvement Plans

Proposed changes affecting next year's budget: None at this time.

Anticipated costs: N/A.

Contact

Primary: Annika.Russell@mitchelltech.edu

CC: marla.smith@mitchelltech.edu