

<b>PROGRAM INFORMATION</b>	<b>Program</b>	<b>Accounting/Business Management</b>
	Submitted by:	Annika Russell
	Year	2021-2022
	Date of Review	2022-01-06
	Form Key	42c5e048-28cf-4d02-b115-056c66f81c62
<b>PROGRAM OUTCOMES</b>	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Instructors reviewed the Program Outcomes and made changes according to advisory board, accreditation process and instructor feedback
	Outcomes are up to date in WIDS and on the program's web page	Yes
<b>SYLLABI</b>	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	Yes
	Explain which syllabi were reviewed this year; input received from advisory board, instructors, students, etc. regarding course objectives and textbooks used; and changes made, if any.	During our Advisory Board meeting this fall we reviewed Personal Finance; the board seemed to like the layout of the course.
<b>PROGRAM COMPETENCIES</b>	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Instructors reviewed competencies with input from our business partners
	WIDS Up to Date	Yes
<b>COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST</b>	Capstone	Yes
	Class Participation	Yes
	Clinical/internship observations	Yes
	Examinations	Yes
	Comprehensive Final Exams	Yes
	Journals	No
	Lab Demonstrations	No
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluations	Yes
	Portfolio Projects	No
	Quizzes	Yes
	Self Evaluations	Yes
	Simulations	Yes
	Videos of Student Mastery	Yes
Written Essays	Yes	
Written Reports	Yes	
<b>ALIGNED AND APPROPRIATE ASSESSMENTS</b>	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	We use case studies in Business Law in which they apply what they have learned in the chapter and class discussions and apply in the different situations. They participate in a Mock Trial in which they all have a "role" in the judicial system that they act. In all the Accounting classes, they do online work, take quizzes, incorporate Excel, extensions activities. In Digital Marketing, we use the Mimic simulation for students to practice creating social marketing plans and running them to see the success or lack of success. In Entrepreneurship and Small Business Management they prepared a Shark Tank presentation and developed a small business strategy. In Intro to Business, students created self-assessments. In Excel, the students ended the semester with a program of study project. The students created everything from scratch to include what they would need for the spreadsheet in a current career or future career. In Customer Service, they use the simulation lab to assess application of techniques learned in class.

	Explain changes in the assessments used in your program since your last review (include input received and rationale)	Since our last review we have not changed our assessment forms
<b>INDUSTRY CERTIFICATIONS</b>	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	NA
<b>INTERNSHIPS/ CLINICALS</b>	How do you evaluate program competencies or learning objectives during internship/externship experiences?	The internship supervisor completes a performance evaluation instrument on each individual intern. Students are also required to submit a paper documenting their intern experience and relating those experiences to what they have learned in the classroom. Students also submit a journal documenting the daily specific job responsibilities at their internships. Instructors will visit the students on site at least once.
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	No changes have been made
<b>ENROLLMENT</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	Yes we have 97%
<b>RETENTION</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	No - We are at 74%. Some of the students were not retained due to unusual circumstances.
<b>GRADUATION</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	No ~ we are at 68% which is shy of our goal but our numbers going forward are solidifying
<b>PLACEMENT</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	No ~ we are at 69% because many of our partners were COVID limited.
<b>STUDENT SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	There is one area that has a 1.09 gap. It is about faculty are fair and unbiased in treatment of students. This is a hard one as some students will think things are not fair when they don't know all the circumstances behind a situation.
<b>ALUMNI SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	Yes ~ we are at 89%
<b>EMPLOYER SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	Yes ~ we are at 100% but it was from a very small sample size.

<b>PROFESSIONAL DEVELOPMENT</b>	What professional development activities have instructors in this program completed in the last year?	<p>Attended conferences and webinars</p> <p>New instructor completed EDU 299</p> <p>Courses were taken to renew insurance license</p> <p>2 computer courses to update technological skills</p>
	How were these activities used to improve this program?	Any ideas that were learned during the meetings or classes were brought back and shared with the other instructors and implemented
<b>PROFESSIONAL ORGANIZATIONS</b>	Do faculty members belong to professional organizations associated with this program?	Yes
	If no, explain why.	
	Are students made aware of the professional organizations for their career field?	Yes
<b>All</b>	What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?	We have made several changes in our Accounting program including a focus on Analysis opposed to data entry. This is recommendation from the advisory board. In addition our students are acquiring leading edge technology skills based on our technology.
	Implementation Date	2022-01-06
	Indicate the personnel responsible for implementing the change(s):	All Instructors
<b>PROGRAM IMPROVEMENT PLANS AND BUDGET</b>	As you review this past year, what changes do you propose for the next school year that will affect the program's budget?	Not at this time.
	Cost	