PROGRAM INFORMATION	Program	Small Business Management
	Submitted by:	Deb Giblin
	Year	2021-2022
	Date of Review	2022-01-06
	Form Key	b618dd82-a5fe-4bc1-b615-6989bf439dc7
PROGRAM OUTCOMES	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Instructors reviewed program outcomes at the end of the spring semester
	Outcomes are up to date in WIDS and on the program's web page	Yes
SYLLABI	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	No
	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.	BUS 100 Personal Finance. The advisory board liked the outcomes/ competencies that were covered in the course and liked that we had switched to a new book that is through Cengage Unlimited.
PROGRAM COMPETENCIES	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Competencies were reviewed and modified by the department
	WIDS Up to Date	Yes
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	Capstone	No
	Class Participation	Yes
	Clinical/internship observations	No
	Examinations	Yes
	Comprehensive Final Exams	Yes
	Journals	No
	Lab Demonstrations	No
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluatioins	No
	Portfolio Projects	Yes
	Quizzes	Yes
	Self Evaluations	Yes
	Simulations	No
	Videos of Student Mastery	No
	Written Essays	Yes
	Written Reports	Yes
ALIGNED AND APPROPRIATE ASSESSMENTS	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.	Students created comprehensive projects to demonstrate mastery of software programs. Troubleshooting and problem solving activities were incorporated into daily work and exams. Studentscreated training lessons to present to their peers. With the addition of TEAMS it makes meeting online for group projects and training and tutoring sessions so much easier and convenient.

	Explain changes in the assessments used in your program since your last review (include input received and rationale)	The only changes were we have added the mindtap feature from cengage for quite a few classes in this program.
INDUSTRY CERTIFICATIONS	**Explain any changes made or planned in the program based on assessment of industry certifications used in the program.**	We continue to use TEAMS classrooms within TEAMS which is great for group calls, meetings, and projects.
INTERNSHIPS/ CLINICALS	**How do you evaluate program competencies or learning objectives during internship/externship experiences?**	NA
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	NA
ENROLLMENT	**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, 100%
RETENTION	**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 it did not meet the benchmark of 75%. I have a meeting set up with members of the CSS to help come up with a plan and ideas to help retain my students in this program.
GRADUATION	**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 did not meet the 70% completion rate.
PLACEMENT	**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 it does not. At the time the survey was given not all students had accepted a job in their field of study.
STUDENT SATISFACTION	**If this benchmark is not met, what strategy or strategies will be implemented to address this measure?**	NA
ALUMNI SATISFACTION	**If this benchmark is not met, what strategy or strategies will be implemented to address this measure?**	NA
EMPLOYER SATISFACTION	**If this benchmark is not met, what strategy or strategies will be implemented to address this measure?**	This was met.

PROFESSIONAL DEVELOPMENT	What professional development activities have instructors in this program completed in the last year?	Book Study, Conferences, Courses/ Trainings
	How were these activities used to improve this program?	Software is ever-changing so I need to be current with student/ industry needs which is why taking classes/ trainings is so important.
PROFESSIONAL ORGANIZATIONS	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
All	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 changed a few books, trying really hard to use Cengage as much as possible to cut the bottom dollar for our students.
	Implementation Date	2022-08-29
	Indicate the personnel responsible for implementing the change(s):	Deb Giblin, Annika Russell
PROGRAM IMPROVEMENT PLANS AND BUDGET	As you review this past year, what changes do you propose for the next school year that will affect the program's budget?	NA--We don't need much of a budget for this program but we are hoping to get to a training or conference in 2022, which will effect our budget.
	Cost	$2000