

PROGRAM INFORMATION	Program	Accounting/Business Management
	Submitted by:	Annika Russell
	Year	2023-2024
	Date of Review	2024-01-05
	Form Key	a4e8cd38-05ce-460a-9856-8d3b5a4b66f8
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 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
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	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 Spring 23 advisory board meeting, we reviewed the syllabus for Managerial Accounting. The board seemed to like the layout of the course and what was being taught.	
PROGRAM COMPETENCIES	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
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	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	No
	Written Essays	Yes
	Written Reports	No
ALIGNED AND APPROPRIATE ASSESSMENTS	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Explain changes in the assessments used in your program since your last review (include input received and rationale).	Instructors evaluate assessments each year and have changed requirements for different ones. Will also change as the industry changes and what we need to have students do
	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. Intro to business they prepared a Shark Tank presentation sharing their business plan with market analysis, marketing strategy, financial plans. In Excel, the students ended the semester project where they 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. In Tax Accounting students participate in the VITA program and complete tax returns for qualified people from the community.
INDUSTRY CERTIFICATIONS	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	NA
INTERNSHIPS/ CLINICALS	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

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 we have 107%
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.	Yes we are at 82%
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.	Yes we had 71%
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 ~ we are at 75%. We had a few students were undecided on what they wanted to pursue professionally. Also one decided to stay home with their children.
STUDENT SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	This wasn't assessed this cycle.
ALUMNI SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	This was not assessed this cycle.
EMPLOYER SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	This was not assessed this cycle.
PROFESSIONAL DEVELOPMENT	What professional development activities have instructors in this program completed in the last year?	Attended conferences and webinars New instructor completed EDU 299 Courses were taken to renew insurance license

	How were these activities used to improve this program?	Anything that we learned during these educational opportunities we bring and share with other instructors and implement.
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
ADVISORY BOARD RECOMMENDATIONS	What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?	We did not make any changes to the programs based on feedback from advisory board this year.
	Implementation Date	2024-01-05
	Indicate the personnel responsible for implementing the change(s):	NA
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?	Not at this time
	Cost	