Annual report submitted to the Program Review Committee on 10/30/2013

 Signature of Department Chair/Lead Faculty Member Signature of Dean/Director

### Data and Analysis

### Program Data

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3 Years Prior | 2 Years Prior | 1 Year Prior |
| FTES | 206.0 | 192.0 | 180.0 |
| FTEF | 5.1 | 4.3 | 4.2 |
| WSCH/FTES | 660.4 | 728.3 | 700.0 |
| Number of Full-Time Instructors | 1 | 1 | 1 |
| Fill Rate | 78.2% | 84.2% | 81.9% |
| Success Rate | 59.6% | 63.4% | 62.9% |
| Persistence | 64 | 70 | 55 |
| Retention | 79.2% | 81.4% | 78.6% |

### Program Data Analysis

The consistency of FTES during the Budget Crisis shows the level of need for trained business professionals in the community and the student desire to complete these courses to fulfill GE requirements (AS Business and other AA degrees). In addition, the Accounting discipline has focused on providing the courses necessary to qualify for the CPA exam which has attracted many professionals seeking to advance their career options.

### Curriculum Data-- Use data from the previous academic year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses | 1 | 0 | 0 | 0 | 13 |
| Certificates 18 units or greater | 0 | 0 | 0 | 0 | 4 |
| Certificates less than 18 units | 0 | 0 | 0 | 0 | 7 |
| Degrees | 0 | 0 | 0 | 0 | 2 \* |

* AS Business and AS Accounting

### Curriculum Data Analysis

The department has weathered several years of program and course reductions and a result of budget issues while continuing to add courses and programs in areas of identified need. Budget restrictions are subsiding and increases have occurred in several areas. Student FTEs and courses have been increasing since the Summer of 2013.

* 1. **Program Student Learning Outcomes Data From the Previous Semester**

|  |  |
| --- | --- |
| Total number of PSLOs/sections | Program SLOs: 4PSLO Sections: 12 |
| Percentage of PSLOs that were fully achieved | 0% |

**Department Discussions Regarding SLOs (“Closing the Loop”)**

Our initial focus has been on course SLOs and addressing issues at the course level. We will begin addressing Program SLOs in our next faculty meeting.

* 1. **Progress on 5-year Goals from most recent Program Review.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| Hiring a full-time accounting instructor.  |  X |  |  |  | Instructor hired Fall 2013 |
| Continue to create processes and support systems, including addition of accounting tutors, to obtain additional accounting specific technology, to add accounting specific labs, to increase retention and facilitate success of students.  |  X |  |  |  | Room 102( GGC) was modified to support Accounting classes and the GGC Student Success Center was established in Fall 2012.  |
| Continue to map course, program, and degree-level student learning outcomes and continue a regular cycle of assessment and improvement.  |  | X |  |  | On-going in Fall and Spring faculty meetings. |
| Finish work on the reorganization of accounting certificate options through curriculum approval.  |  | X |  |  | To be taken over by the newly hired faculty. |
| Continue to work on articulation of courses to 4-year universities, including implementation of the TMC mandated by SB 1440.  | X |  |  |  | The application for a Associate Degree-Transfer for Business has been completed and submitted to Sacramento.  |
| Work with the Business Department to develop and implement a state approved Business Administration Transfer Degree (AD-T). Financial Accounting (C101) and Managerial Accounting (C102) comprise 2 of the required 5 Business courses for this major.  | X |  |  |  | ACCT101 and ACCT102 have been revised to 4 units to conform to the AD-T requirements. The application for a Associate Degree-Transfer for Business has been completed and submitted to Sacramento. Approval is pending. We are also planning to revise the Business Law class to meet both the Business Law and Environment of Business requirement. |
| Increase the number of site-based classes.  |  | X |  |  | This is being addressed in conjunction with the STAR Program. |
| Continue to work with the OC director of VITA to provide annual onsite internships in both accounting and financial planning.  |  X |  |  |  | A VITA site was operated at the Garden Grove Center in 2013. The [program will continue in 2014. |

Action Plan and Resource Request Based on Annual Data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Institutional planning goals\*** | **How action will improve student learning** | **Type of Resource** | **Resource needs, if any** | **Department priority\*\*** | **Approximate cost** | **Potential Funding Source** |
| Acquire and install a SmartBoard in the Accounting classroom. |  | Student interaction and ability to reference additional sources. | Equipment  | SmartBoard and installation | 1 | $9,000 | VTEA/CTE Grant |
|  |  |  | Facilities |  |  |  |  |
|  |  |  | Personnel |  |  |  |  |
|  |  |  | Software |  |  |  |  |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology  |  |  |  |  |
| Identify training needed to incorporate elements to bring all Business and Management courses to the Effective level in the Academic Quality Rubric. | Student Success (learning and retention). | Include additional learning activities to enhance student engagement | Training | Training on technical tools needed to achieve Effective status | 2 | TBD | CTE Grant |
| Inter department task force to address student communication and enrollment management. | Student Success (learning and retention). | More personalized student experience | Other |  | 1 | 0 |  |
| Promote Financial Planning Certificate.  | Student Completion | New high wage career potential. | Other | Marketing and promotional. | 2 | $5,000 | CTE Grant |
| Expansion of Advisory Committee participation and collaboration with businesses. | Program relevance | Insure educational relevance to in-demand careers. | Other | Meetings and collaboration. | 2 | $2,500 | CTE Grant |

\*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, SLO/SAO evaluation and assessment, College Mission, or other relevant planning documents.

\*\*Prioritize the program’s resource needs with 1 being the most important and subsequent numbers being less urgent.