

Annual Program Plan 2017-18



El Camino: PRP (AA) - BUS Program: Business Accounting

Recommendation: Accounting 2017-18 Rec 1

Fully staff the Accounting Department by replacing full-time faculty who have retired, also increase the number of adjunct Accounting faculty.

Recommendation Status: Not Started

Implementation Timeline: 2017-18

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Program Review

Expense Category: Staffing

Program Rank: 01

Rationale & Expected Outcome: The enrollment in the accounting department has been stable in recent years. The accounting department has seen a significant reduction in staffing over the past year, and will need to hire multiple faculty to sufficiently staff sections with full-time faculty. A total of three full-time faculty positions were vacated over the past year, significantly reducing staff within the department. With additional faculty, we can offer students consistency in class offerings and maintain the integrity of the program; enrollment will increase, and retention and success rates will improve.

Anticipated Cost: 160000

Primary SI Supporting Recommendation: E - Institutional Effectiveness

Any Impact On Other Programs, Areas, or Units?: No

List impacted areas and describe potential impact:

Funding Status: Proposed

Funding Type: Ongoing or Permanent Funds Needed (Enhancement)

Annual Evaluation Date:

Annual Evaluation:

Program Review Components

H - Staffing - The program currently has 4 full-time Accounting Faculty, 3 full-time Management & Marketing faculty, and 1 full-time Office Administration faculty. The program will need to hire multiple new positions over the upcoming years in order to replace vacated positions and accommodate growth. (Active)

Details:

Year of Program Review:

Related Documents:

[2016-17 BUS Academic Program Review.docx](#)

Recommendation: Accounting 2017-18 Rec 2

Expand the use of SI Coaches to more sections and additional classes where appropriate, including all Business 1A and Business 1B courses.

Recommendation Status: In Progress/Funded

Implementation Timeline: 2017-18

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Program Review

Expense Category: Staffing

El Camino: PRP (AA) - BUS Program: Business Accounting

Program Rank: 02

Rationale & Expected Outcome: The conceptual nature of Accounting, as well as the academic rigor it requires, results in lower student retention and success. Accounting tutors will help students with their diverse needs as they study Accounting, and will help them remain in the class and be more successful in the courses. Supplemental Instruction coaches have been found to improve student performance. Research data established that students who attend coaching sessions generally improve their overall course performance. We would especially like to see more SI and tutoring support for BUS 1B.

Anticipated Cost: 25000

Primary SI Supporting Recommendation: B - Student Success & Support

Any Impact On Other Programs, Areas, or Units?: No

List impacted areas and describe potential impact:

Funding Status: Proposed

Funding Type: Ongoing or Permanent Funds Needed (Enhancement)

Annual Evaluation Date:

Annual Evaluation:

Program Review Components

H - Staffing - The expansion of Supplemental Instruction to more sections and courses in the program will also be integral to increasing student success. SI coaches have significantly improved student success in the sections with embedded coaches, and increasing availability of supplemental instruction will help improve the overall success rates of students. (Active)

Details:

Year of Program Review:

Related Documents:

[2016-17 BUS Academic Program Review.docx](#)

Recommendation: Accounting 2017-18 Rec 3

Obtain funding for training for faculty and encourage them to explore and attend various professional development opportunities including, but not limited to, industry related conferences and workshops. Enroll all full-time accounting faculty in IFRS certification program courses to ensure the program continues to meet student and labor market needs.

Recommendation Status: Not Started

Implementation Timeline: 2017-18

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Program Review

Expense Category: Other

Program Rank: 01

Rationale & Expected Outcome: By providing training and professional development opportunities, faculty will stay current in their field. Faculty members with active CPA licenses are required to complete Continuing Professional Education (CPE) units annually. Funding for CPE classes would provide faculty with professional development opportunities and fulfill CPE requirements in the most efficient manner. Furthermore, faculty who attend local and regional training conferences, or who participate in symposiums hosted by publishers where successful teaching/learning methods are exchanged, will share more of what they learn with other faculty in Departmental meetings.

The industry's adoption of International Financial Reporting Standards will require all faculty in the accounting discipline to be trained in teaching the new standards. Employers will require students to be familiar with the standards as they become a part of Generally Accepted Accounting Principles.

Anticipated Cost: 6000

Primary SI Supporting Recommendation: E - Institutional Effectiveness

Any Impact On Other Programs, Areas, or Units?: No

List impacted areas and describe potential impact:

Funding Status: Proposed

El Camino: PRP (AA) - BUS Program: Business Accounting

Funding Type: Ongoing or Permanent Funds Needed (Enhancement)

Annual Evaluation Date:

Annual Evaluation:

Program Review Components

I - Direction & Vision - The industry's adoption of International Financial Reporting Standards will require all faculty in the accounting discipline to be trained in teaching the new standards. Employers will require students to be familiar with the standards as they become a part of Generally Accepted Accounting Principles. (Active)

Details:

Year of Program Review:

Related Documents:

[2016-17 BUS Academic Program Review.docx](#)

Recommendation: Accounting 2017-18 Rec 5

Repair, maintain, and replace instructional equipment in classrooms and labs on a regular basis.

Recommendation Status: In Progress/Funded

Implementation Timeline: 2017-18

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Program Review

Expense Category: Software/Hardware

Program Rank: 01

Rationale & Expected Outcome: With the recent move to the new MBA building, all computers and equipment are state of the art. However, the computers and equipment must be upgraded on a regular basis in order to maintain the quality of the program and to continue to offer courses that offer students the skills demanded by industry. We plan to replace and update computers and other equipment in the accounting lab as needed. Equipment should be maintained and repaired as needed and upgraded every three years. The Accounting courses will need current, upgraded equipment to offer students education and skills that meet industry standards.

Anticipated Cost: 20000

Primary SI Supporting Recommendation: F - Modernization

Any Impact On Other Programs, Areas, or Units?: Yes

List impacted areas and describe potential impact: This recommendation is in combination with other areas in the business division such as Management, Marketing, and Office Administration.

Funding Status: Proposed

Funding Type: Ongoing or Permanent Funds Needed (Enhancement)

Annual Evaluation Date:

Annual Evaluation:

Program Review Components

G - Technology & Software - Instructional technology in the labs and classrooms are currently meet faculty needs, but technology will need to be replaced as it ages.

Technology and software will need to be continually upgraded as newer versions of the software are released. Additionally, project management software will need to be purchased for the project management course currently in development. The software will be integral to the success of students in understanding and pursuing the project management certification as well as careers in project management.

Faculty feel that the equipment including computers, projectors, document cameras, DVD players and all other equipment in both lecture rooms and labs must be kept updated and current to run the newest computer programs.

El Camino: PRP (AA) - BUS Program: Business Accounting

An essential person who keeps the technical equipment operating smoothly and well maintained is the Division Computer Lab Specialists, Mr. Dave Murphy. However, when equipment is broken, in need of repair, and out of warranty, there is no staffing to repair the equipment and minimal funding to replace the equipment. In addition, computers in the instructional labs should be replaced and upgraded every three years.

(Active)

Details:

Year of Program Review:

Related Documents:

[2016-17 BUS Academic Program Review.docx](#)

Recommendation: Accounting 2017-18 Rec 6

Conduct course review of existing courses and revise existing courses or create new course proposals whose content reflect new trends in business and respond to changes in industry standards. Explore the development of appropriate courses including a course in Computer Applications in Accounting and Database Accounting System Development. Courses will require training for accounting faculty in the use and development of accounting-specific relational databases.

Recommendation Status: In Progress/Funded

Implementation Timeline: 2017-18

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Emerging Need

Expense Category: Other

Program Rank: 03

Rationale & Expected Outcome: By revising current courses and/or creating new courses which reflect new trends in business and respond to changes in industry standards, we will better prepare our students for future careers in industry. This is an on-going recommendation and is completed through curriculum.

Anticipated Cost: 3600

Primary SI Supporting Recommendation: B - Student Success & Support

Any Impact On Other Programs, Areas, or Units?: No

List impacted areas and describe potential impact:

Funding Status: N/A (no additional funds needed)

Funding Type: One-Time Funds Needed (Augmentation)

Annual Evaluation Date:

Annual Evaluation:

Program Review Components

C - Curriculum - Explore the development of appropriate courses including a course in Computer Applications in Accounting and Database Accounting System Development. Courses will require training for accounting faculty in the use and development of accounting-specific relational databases. (Active)

Details:

Year of Program Review:

Related Documents:

[2016-17 BUS Academic Program Review.docx](#)

Recommendation: Accounting 2017-18 Rec 9

Encourage faculty to pursue opportunities for SLO training. Continue to revise and update course and program level SLO assessments and implement data gathering mechanisms to support assessment.

Recommendation Status: In Progress/Funded

Implementation Timeline: 2017-18

El Camino: PRP (AA) - BUS Program: Business Accounting

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Other

Expense Category: Other

Program Rank: 04

Rationale & Expected Outcome: By attending SLO training, faculty will better understand the purpose of SLOs and techniques to properly assess them to determine if students are learning what they need to know. If the faculty continue to work towards the development of a common assessment tool to use in all classes, there will be more consistency in learning across all classes. This is an ongoing recommendation and should be addressed annually.

Anticipated Cost: 0

Primary SI Supporting Recommendation: A - Student Learning

Any Impact On Other Programs, Areas, or Units?: No

List impacted areas and describe potential impact:

Funding Status: N/A (no additional funds needed)

Funding Type: N/A

Annual Evaluation Date:

Annual Evaluation:

Recommendation: Accounting 2017-18 Rec 10

Develop partnerships and degree options with other academic divisions to provide an academic path for non-business students to gain skills and education in entrepreneurship specific to their field.

Recommendation Status: Not Started

Implementation Timeline: 2017-18

Input/Last Revised Date: 11/01/2016

Completion Date:

Origin of Recommendation: Program Review

Expense Category: Other

Program Rank: 02

Rationale & Expected Outcome: The program is currently waiting on Chancellor's Office approval for a new degree and certificate in Entrepreneurial Studies. The student survey demonstrated a strong student interest in entrepreneurship, with a third of students considering business ownership as a career path. The program also has opportunity for non-business students who may be interested in pursuing the ownership of a business related to their field of study. Collaboration between the Business Division and other Divisions can expand opportunities for students across the college.

Anticipated Cost: 0

Primary SI Supporting Recommendation: A - Student Learning

Any Impact On Other Programs, Areas, or Units?: Yes

List impacted areas and describe potential impact: At this time it is unknown exactly which other academic divisions this will impact, but it would be a collaboration between the business division and multiple other academic divisions.

Funding Status: N/A (no additional funds needed)

Funding Type: N/A

Annual Evaluation Date:

Annual Evaluation:

Program Review Components

I - Direction & Vision - The program is currently waiting on Chancellor's Office approval for a new degree and certificate in Entrepreneurial Studies. The student survey demonstrated a strong student interest in entrepreneurship, with a third of students considering business ownership as a career path. The program also has opportunity for non-business students who may be interested in pursuing the ownership of a business related to their field of study. Collaboration between the Business Division and other Divisions can expand opportunities for students across the college. (Active)

Details:

Year of Program Review:

El Camino: PRP (AA) - BUS Program: Business Accounting

Related Documents:

[2016-17 BUS Academic Program Review.docx](#)