



Barstow Community College
**INSTRUCTIONAL
PROGRAM REVIEW**

PROGRAM:

Academic Year:

Date Submitted:

By:

Faculty Lead:

Members:

1. Mission and Vision
2. Description and Overview
3. Program Data
4. Curriculum
5. Internal Factors
6. External Factors
7. Continuing Education and Professional Development
8. Prior Goals and Objectives
9. Action Plan: Goals/Objectives/Actions
10. Resources

1. Program Mission and Vision

A. Program Mission

PROGRAM REVIEW RESPONSE from OCTOBER 2013

The Accounting Department fosters critical thinking and communication through exploring broad based, multicultural and multidisciplinary perspectives concerning Economics and Business.

In addition, the department contributes to the General Education Program of Barstow Community College and thrives to develop and produce graduates who:

- I. Understand and can apply fundamental concepts of our disciplines.
- II. Communicate effectively, both orally and in writing.
- III. Conduct sound research.
- IV. Address issues critically and reflectively.
- V. Create solutions to societal problems.
- VI. Work well with others.
- VII. Respect persons from diverse cultures and backgrounds.
- VIII. Are committed to open-minded inquiry and lifelong learning.

B. Program Vision (*Where would you like the Program to be three years from now?*)

PROGRAM REVIEW RESPONSE from OCTOBER 2013

The Acct. Dept. at Barstow Community College will provide a collaborative environment for innovation and discovery through facilitating the highest possible level of instruction to our students providing them with pathways to both degree completion and transfer.

C. Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

PROGRAM REVIEW RESPONSE from OCTOBER 2013

The Social Sciences align with and contribute to Barstow Community College's Mission and Vision in the following ways:

- A. Offering comprehensive lower division courses that meet articulation agreements for student transfer to four-year colleges and universities.

- B. Create an effective work environment

It is the goal of the Social Sciences to embrace college-wide communication and ensure that our goals more effectively link with those of other units and the institution.

- C. Improve college programs through systematic evaluation.

It is the goal of the Acct. Dept to ensure alignment between our courses and programs with the mission and overall curriculum direction of the institution.

DATE:

ANNUAL UPDATE #1:	<p><i>Accounting Dept. Mission Statement</i></p> <p><i>The Accounting Department provides a broadly based, multicultural and multidisciplinary perspective utilizing critical thinking in the fields of psychology, , economics and, business. Courses have a global orientation</i></p>
DATE:	<input type="text"/>
ANNUAL UPDATE #2:	<input type="text"/>

2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

- A. Organization, including staffing and structure
- B. Who do you service (including Demographics)?
- C. What kind of services does your program provide?
- D. How do you provide them?

<p><u>PROGRAM REVIEW RESPONSE from OCTOBER 2012.</u></p> <p>The Accounting Dept. at Barstow College comprises courses in the following disciplines:</p> <ul style="list-style-type: none"> • Financial Accounting • Financial Planning • Managerial Accounting • Income Tax Accounting <p>The department has one full-time faculty member that teaches courses within the discipline. The rest of our courses are taught by adjunct or part-time instructors.</p>

DATE:	<input type="text" value="October 3 2014"/>
ANNUAL UPDATE #1:	<input type="text" value="No changes to the program description and overview."/>
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3. Program Data

A. PERFORMANCE DATA

Discuss the program’s performance on the specific data items listed below:

- 1) Full-time/Part-Time Faculty Ratio

1:3

2) Course Completion Rate

	TRADITIONAL	ONLINE
a) Full-time:	.77	.97
b) Part-time:	.85	

3) Course Success/Retention Rate

	TRADITIONAL	ONLINE
a) Full-time:	496.3	256.8
b) Part-time:	508.5	0

4) WSCH/FTEF Ratio

	TRADITIONAL	ONLINE
a) Full-time:	298	614
b) Part-time:	651.9	396

5) Fill Rate

	TRADITIONAL	ONLINE
a) Full-time:		
b) Part-time:		

DATE:

1. Program Data

A. Performance Data

Performance data is available for this annual update and will serve as a baseline of data for future data analysis.

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

B. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes

- 1) Summarize the progress your program has made on program and/or course level SLO measures. (Include *Outcome Statements* in this summary.)**

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

PSLOs: (not given in previous program review)

Summarization of Progress:

Program continues to offer updated modes of instruction and delivery systems.

- 2) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.**

PROGRAM REVIEW RESPONSE from OCTOBER 2013

None at this time

- 3) Reflecting on the responses for #1 and #2 above, what will you implement for the next assessment cycle?**

PROGRAM REVIEW RESPONSE from OCTOBER 2013.

From #6.3 (What is your plan for completing and then continuing the assessment cycle?)

The Acct. Dept. does not view the assessment cycle as having a start date and end date, but instead has a continuous process of gathering, evaluating and communicating information to be used to improve our effectiveness. Therefore we accept the following cycle:

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graph TD
    Implementation --> Assessment
    Assessment --> Planning
    Planning --> Implementation
    
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DATE:

3. Program Data

OVERVIEW for Acct. Dept: In 2013-2014, for each course taught in that academic year, all Accounting course outlines of record were updated to accurately list the SLOs to assist all

<p>B. Progress on PLOs and SLOs</p> <p>ANNUAL UPDATE #1:</p>	<p>faculty have consistent and uniform SLOs. All student learning outcomes were assessed for each course taught. Dialogue has been occurring</p> <p>Students in the live courses were assessed formally and with qualitative writing assignments, and quantitatively by developing business plans. Most of these students 72%, passed with a grade of C or higher.</p>
<p>DATE: <input type="text" value="October 3, 2014"/></p>	
<p>ANNUAL UPDATE #2:</p>	<input type="text"/>

C. Supporting Assessment Data (See Handbook for additional information)

- 1) Provide a list of any additional measures (not included in 3.A.) that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).**

<p><u>PROGRAM REVIEW RESPONSE from OCTOBER 2013</u></p> <p>Not Applicable</p>

- 2) Summarize the results of these measures.**

N/A

- 3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you *plan** to implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)**

<p>N/A</p>

- 4) Include DCP Program Assessment Benchmarks, providing analysis of data on long term goals and objectives.**

<p>DATE: <input type="text" value="October 3, 20147"/></p>	
<p>3. Program Data</p> <p>C. Supporting Assessment Data</p> <p>ANNUAL UPDATE #1:</p>	<input type="text"/>
<p>DATE: <input type="text"/></p>	

ANNUAL UPDATE #2:

D. Two-Year Scheduling Plan

1) What is the program’s Two-Year Scheduling Plan? What changes, if any, have been made since the last Program Review?

Acct. Dept. offers a continuous rotation of courses necessary for matriculation of student population. Such offerings increases frequency of graduation rates in discipline.

2) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals?

Dept. continues monitoring effectiveness which has been above par.

3) Reflecting on these results, what are the goals for the next assessment cycle?

Offer more online and live course offerings in electives-Personal Financial Planning, Income Tax Planning.

DATE:

3. Program Data

D. Two-Year Scheduling Plan
ANNUAL UPDATE #1:

-Year Scheduling Plan?

Two Year Acct. Teaching Schedule:		
FALL 2014 Acct I (live) Acct I (online) Acct 4 (online)	FALL 2015 Acct I (live) Acct I (online) Acct 4 (online)	FALL 2016 Acct I (live) Acct I (online) Acct 4 (online)
SPRING 2015 Acct II (live) Acct 5 (live) Acct 68 (live)	Spring 2016 Acct II (live) Acct 5 (live) Acct 68 (live)	SPRING 2017 Acct II (live) Acct 5 (live) Acct 68 (live)

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ANNUAL UPDATE #2: [Empty text box]

4. Curriculum

- A. List any new courses or program changes since the last program review. Be sure to include any newly approved prerequisites or corequisites.

PROGRAM REVIEW RESPONSE from OCTOBER 2013.

Accounting 5 (Personal Financial Planning) offered Online.

- B. Explain the current evaluation process. How and when was the curriculum last evaluated? *(Appropriateness, archiving, deleting, revising, etc.)*

Courses are appropriate to those necessary for transfer and articulate with similar classes offered by community colleges. Since last review several more advanced courses have been archived. No deletions; Accounting 5 revised for online course offering.

- C. List any courses not in full compliance with Curriculum Committee Standards, including those that have not been updated in the past six years *(see Curriculum Manual for additional information, if necessary).*

N/A.

- D. Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum *(including all modes of delivery)?*

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

Combining Financial Accounting I and 2 into one course and renaming Managerial Accounting "Accounting 2" would enhance the transferability of these courses to UC and CSU.

DATE: October 3, 2014

4. Curriculum

ANNUAL UPDATE #1: [Empty text box]

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5. Internal Factors (see Handbook for worksheet)

A. Strengths

PROGRAM REVIEW RESPONSE from OCTOBER 2012.
From #5 Program Status: What is going well and why?

A SWOT analysis conducted by three of the four full-time faculty members revealed the following strengths of our unit:

Delivery:

- A. Course are offered both online and through traditional methods of instruction
- B. Convenient scheduling – mixture of morning, afternoon, evening and online course offerings

Instructional Design:

- A. Blended learning
- B. Understanding of Learning Theories
- C. Assessments
- D. Innovative methods of instruction

Human Capital:

- A. Diversified Staff
- B. Credentialed Instructors
- C. Skilled Instructor pool

B. Weaknesses

PROGRAM REVIEW RESPONSE from OCTOBER 2012.
From #5 Program Status: What is not going well and why?

As noted, combining Financial Accounting courses and incorporating Managerial Accounting as a transfer course is a task worthy of the dept.

DATE:

5. Internal Factors:

A. Strengths

B. Weaknesses

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

6. External Factors (see Handbook for worksheet)

A. Opportunities

PROGRAM REVIEW RESPONSE from OCTOBER 2012.
From Question 3 *(What external factors have a significant impact on the program? Include the following, as applicable)*

1. Offering More Online & Hybrid Classes
2. Better communication and partnership with four-year institutions.

B. Threats

PROGRAM REVIEW RESPONSE from OCTOBER 2012.
From Question 3 *(What external factors have a significant impact on the program? Include the following, as applicable)*

Availability of faculty, majority are part-time and out of state.

DATE:

1. External Factors

A. Opportunities

B. Threats

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

7. Continuing Education/Professional Development

- A. What continuing education and/or professional development activities have program/unit members participated in during the current cycle?

PROGRAM REVIEW RESPONSE from OCTOBER 2013.

Full-time instructor completed coursework toward Personal Financial Planning Certificate at UC. Part-time faculty continue attending seminars and, through application, maintain currency in field.

- B. What are the continuing education and/or professional development plans for the upcoming cycle?

PROGRAM REVIEW RESPONSE from OCTOBER 2012.

Full-time faculty scheduled to sit for CFP exam.

DATE:

2. Continuing Education/Professional Development

- A. Continuing education / professional dev.
- B. Plans for continuing education / professional dev.

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

8. Prior Goals/Objectives

Briefly summarize the progress your program/ has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*

DATE:

ANNUAL UPDATE #1:

DATE:

ANNUAL UPDATE #2:

9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College's [Strategic Priorities](#).
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.

- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This area provides for the additional communication of information necessary to further “close the loop” on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. [Strategic Plan](#), [Educational Master Plan](#), [Facilities Plan](#), [Technology Plan](#)), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. *(See Handbook for additional examples.)*

Complete the following table with your Program's **ACTION PLAN**, which must include a **minimum of 3 goals**:

ACTION PLAN				
GOAL	ALIGNMENT WITH <u>BCC STRATEGIC PRIORITIES</u> <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1 Develop and produce graduates who: I. Understand and can apply fundamental concepts of our disciplines. II. Communicate effectively, both orally and in writing. III. Conduct sound research. IV. Address issues critically and reflectively. V. Create solutions to societal problems. VI. Work well with others. VII. Respect persons from diverse cultures and backgrounds. Are committed to open-minded inquiry and lifelong learning.	List all that apply: Foster innovative learning environment Provide Successful college learning experience Promote and support student engagement	#1 To increase the number of accounting students who successfully complete their degree before transferring to a four-year institution	- Review all Course Outline of Records - Annually Update Course Outline of Records - Standardize SLOs	1. Course Completion Rates.. 2. Course Success and Retention Rates.. 3. Transfer and Completion Rates of Social Science Students
		#2 To increase the number of students that successfully complete social science courses through offering workshops and supplemental resources that enhance their learning of course material	- Regularly review available resources that can help enhance student learning	1. Course Success and Retention Rates.. 2. The number of workshops and supplemental resources that enhance student learning offered to students
		#3 To increase partnerships and working relationships with four-year institutions...	- Review a list both free and paid workshops, conferences, webinars that faculty can attend. - Reach out and visit faculty of other regional colleges and universities to develop a list of best practices...	1. The number of conferences and professional meetings attended by faculty... 2. The number of calls and or visits to faculty members at four-year institutions
Additional Information:				
	OCTOBER 3, 2013	ANNUAL UPDATE #1:	Accounting Dept. had not developed 2 year plan	
	OCTOBER 3, 2014	ANNUAL UPDATE #2:	Two-year plan enforce with additional course offerings scheduled.	
#2 Increase discussion and dialogue between full-time and part-time faculty of Acct. Dept.	List all that apply: Attract/ develop excellent employees	#1 To increase the number of planned and scheduled faculty conversations and interactions between faculty members	- - Assign full-time faculty two part-time faculty mentees	Contact made during faculty evaluations.
		#2 To improve numbers and averages on the Social Science Faculty Departmental Survey Assessment	- Annually give the Faculty Departmental Survey - Assessment to full-time and part-time faculty	Annual Faculty Departmental Survey Assessment Results

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
		#3		
Additional Information:				
	<input type="text" value="OCTOBER 2, 2013"/>	ANNUAL UPDATE #1:	<input type="text" value="Last year no part-time faculty participated in this area."/>	
	<input type="text" value="OCTOBER 3, 2014"/>	ANNUAL UPDATE #2:	<input type="text" value="Faculty participation a work in progress."/>	
#3		<i>List all that apply:</i>	#1	
			#2	
			#3	
Additional Information:				
	<input type="text"/>	ANNUAL UPDATE #1:	<input type="text"/>	
	<input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	
#4		<i>List all that apply:</i>	#1	
			#2	
			#3	
Additional Information:				
	DATE: <input type="text"/>	ANNUAL UPDATE #1:	<input type="text"/>	
	DATE: <input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	
#5		<i>List all that apply:</i>	#1	
			#2	

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
		#3		
	Additional Information:			
	DATE: <input type="text"/>	ANNUAL UPDATE #1:	<input type="text"/>	
	DATE: <input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	
#6		<i>List all that apply:</i>	#1	
			#2	
			#3	
	Additional Information:			
	DATE: <input type="text"/>	ANNUAL UPDATE #1:	<input type="text"/>	
	DATE: <input type="text"/>	ANNUAL UPDATE #2:	<input type="text"/>	

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.

IMPORTANT: A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested. *(Click the link to access the form.)*

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
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ANNUAL UPDATE #1:

DATE:

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
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ANNUAL UPDATE #2:

DATE:

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
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