

# Instructional Program Review- Annual Update Template

## Instructional Program

Indicate the type of program:  AA;  AS;  AA-T;  AS-T;  Certificate

Program Name: Certificate of Achievement - Management

Academic Year: 2024-2025

Name of Faculty Submitter(s): Denise Pasley

Annual Update #1  #2

**\*Note: An Annual Update must be submitted each year that a Program Review is not submitted.**

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## I. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs) Data

A) Summarize the progress made on course level outcomes and assessments (SLOs):

The overall course success rate for this program has only decreased by 0.1% across all student groups. This slight decrease is across the board for all student groups.

B) Please list specific courses or SLOs that were identified for student-centered growth and improvement.

*Use the information from Part C of the "Program Learning Outcomes Assessment Data" section of the IPR.*

SLO #1: Apply a comprehensive understanding of 21<sup>st</sup>-century workforce skills as they relate to success in the modern business environment. SLO #2: Collaborate successfully and develop successful group or team relationships that support organizational goals in both the public and private sectors. SLO #3: Implement of Emotional intelligence/ Soft skills for managing themselves and others in the work environment.

1) List the actions identified to help grow or improve those areas.

The information at the following website that contains content for building 21<sup>st</sup> century skills was shared with part-time faculty for their review

<https://www.aeseducation.com/blog/what-are-21st-century-skills>

2) Discuss the progress the program has made on those actions. Include any data used to support progress.

See message above. As I do not teach these courses and have not received any updates from faculty colleagues, I am currently unaware of the progress being made.

C) Please list any actions identified to support equitable outcomes.

*Use the information from Part D of the "Program Learning Outcomes Assessment Data" section in the IPR.*

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I am unaware of any actions taken to support equitable outcomes by faculty teaching these courses.

- 1) List the specific student groups the program identified as students they would like to focus their efforts on.

As mentioned in A above, the overall success of this program does not seem to warrant any additional focus on specific student groups.

- 2) Discuss any progress with equitable action within the program and any measures taken to ensure the identified student group(s) would receive appropriate support. Include any data used to support progress.

See message above.

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

NA

- E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

Faculty teaching these courses will likely continue what they are currently doing.

## II. Progress Toward Achieving Program Goals, Objectives, and Outcomes

*These should be carried forward from your full Program Review (Section III), or from your Annual Update #1, if revised since your full Program Review.*

### A) List the 2-3 goals from your Program Review or most recent update.

#### 1. GOAL #1

Close equity gaps for students in the Business (local) program by providing for low-cost or zero cost OER support all core courses in the degree.

#### 2. GOAL #2

Align foundational skills and coursework in Management with contextual instruction to modify content for improved student success.

#### 3. GOAL #3

NA

### B) Have any goals been completed or discontinued?

*If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.*

Yes

No

Goal #1 appears to be completed at this time; however, it is ongoing and will not be discontinued.

### C) Discuss the objectives and related outcomes for each goal.

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## 1. GOAL #1 Objective(s) with related Outcome.

Close equity gaps for students in the Business (local) program by providing for low-cost or zero cost OER support all core courses in the degree.

- **Discuss any progress toward meeting the goal based on the goal objectives.**  
The progress is ongoing.
- **Briefly explain how you have been measuring the goal and any notable indicators of forward progress.**  
The only method for measuring these courses is through Tableau at the end of the school year. Since I do not teach these courses, I cannot access related data.

## 2. GOAL #2 Objectives with related Outcome.

Align foundational skills and coursework in Business with contextual instruction to modify content for improved student success.

- **Discuss any progress toward meeting the goal based on the goal objectives.**  
The progress is ongoing.
- **Briefly explain how you have been measuring the goal and any notable indicators of forward progress.**  
See response to this question under Goal #1 above.

## 3. GOAL #3 Objectives with related Outcome.

NA

- **Discuss any progress toward meeting the goal based on the goal objectives.**  
Click or tap here to enter text.
- **Briefly explain how you have been measuring the goal and any notable indicators of forward progress.**

## D) List any resource you are requesting for each goal.

1. Goal 1                       Goal 2                       Goal 3

*Please list the resource and how it relates to the goal.*

NA

2. Goal 1                       Goal 2                       Goal 3

*Please list the resource and how it relates to the goal.*

NA

3. Goal 1                       Goal 2                       Goal 3

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*Please list the resource and how it relates to the goal.*

NA

## III. New Goals (optional)

*This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the program.*

### A. NEW GOAL #1

Click or tap here to enter text.

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

Clarify the Path

Entering the Path

Staying on the Path

Support Learning

3. Please list at least one objective for achieving this goal.

Click or tap here to enter text.

4. Please list outcome statements for each objective.

Click or tap here to enter text.

5. Briefly explain how you will measure the outcome.

Click or tap here to enter text.

6. Please list resources (if any) that will be needed to achieve the goal/outcome.

Click or tap here to enter text.

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## B. NEW GOAL #1

Click or tap here to enter text.

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

Clarify the Path

Entering the Path

Staying on the Path

Support Learning

3. Please list at least one objective for achieving this goal.

Click or tap here to enter text.

4. Please list outcome statements for each objective.

Click or tap here to enter text.

5. Briefly explain how you will measure the outcome.

Click or tap here to enter text.

6. Please list resources (if any) that will be needed to achieve the goal/outcome.

Click or tap here to enter text.

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## IV. Resource Requests: What does the program need to meet its goals and objectives?

*What does the program need to meet its goals and objectives?*

*List all resources from Sections II.D and III.6 below.*

*If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.*

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**IMPORTANT:** A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	In No, indicate funding source
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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