

# 1. Assessment Plan - Three Column



## PIE - Business: Accounting Management Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Program Review</b> - Continuously update Accounting, Management and Marketing courses/programs to prepare students for transfer or career opportunities in their chosen fields. Faculty will strive to provide the most up to date teaching methodology and instructional technologies for students.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21</p>		
<p><b>Partnerships</b> - Continue to strengthen our business partnerships by recruiting advisory board members who will add value to our programs. Use AFM/Business club, alumni and relevant professional organizations as a resource and develop partnerships that will be mutually beneficial to the students, college and local businesses</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>		
<p><b>Information Systems</b> - Continue to distribute information regarding Business Division and campus wide</p>		

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issues at all department meetings and through shared computer information systems  
**Status:** Active  
**Goal Year(s):** 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  
**Date Goal Entered (Optional):** 09/01/2016

<p><b>Educational Delivery</b> - Continue to provide educational delivery modes that meet the needs of our student population. Refine mix of day, night, weekend and online offerings based on student demand  <b>Status:</b> Active  <b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - No Funding Requested</b> - The Scheduling of more distance learning classes are needed, which will require additional training for new adjunct and full-time faculty to obtain distance learning certification. Additional training and skills development in online teaching techniques and pedagogy is necessary for maintenance of quality online programs.  <b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>            Distance Learning training</p> <p><b>*Lead:</b> Brenda Domico and Regina Martinez  <b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  <b>Planning Unit Priority:</b> High</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50            Department plans on increasing distance learning courses offered in the future. All faculty are encouraged to take distance learning certification courses to be ready for growth in this area. (04/17/2019)</p>	<p>: Discussions continue in the department on the importance of preparing for additional distance learning courses and increasing course offerings to provide more flexibility in days and times to meet student demand.            (06/27/2017)</p>
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<p><b>Professional Development.</b> - Continue to attend conferences, workshops, and other professional development activities to stay current with the industry and our specific professions, providing students with relevant and practical information.</p>	<p><b>Request - No Funding Requested</b> - Increase departmental faculty access to on campus and off campus training (instructional and technology), and professional development opportunities (workshops and conferences),</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50            Some faculty have attended out of state conferences. All faculty have attended on campus professional development courses throughout the year. increased funding will assist faculty access to extremely valuable conferences resulting in an increase in student awareness and access to current</p>	<p>: Faculty awareness and ability to attend business conferences has increased as a result of POD funding. Additional funding is requested due to department growth and the need for ongoing learning opportunities for faculty.</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>	
<p><b>Status:</b> Active  <b>Goal Year(s):</b> 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p>including travel in state and abroad, where knowledge gained can be shared with students and department members.  <b>*Lead:</b> Brenda Domico and Regina Martinez  <b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  <b>Planning Unit Priority:</b> High</p>	<p>trends and technology as well as create future business contacts in the field. (04/17/2019)</p>	<p>This increases relevancy and technical expertise through classroom instruction. Students have access to current trends and new technology used in business, preparing students for success in their discipline of choice. (06/27/2017)</p>
<p><b>Full-Time Faculty - Hire Full-time faculty to meet current needs and growing demands of the Accounting, Management and Marketing programs.</b>  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - Full Funding Requested - Hire one new full-time accounting faculty member.</b>  <b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Additional full time faculty needed to meet the needs of students and program requirements. This is a replacement of a retired full-time faculty.  <b>*Lead:</b> Regina Martinez and Brenda Domico  <b>What would success look like and how would you measure it?:</b> Successfully recruit and hire a full-time accounting instructor for the following academic year, 21/22.  <b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.  <b>Planning Unit Priority:</b> High  <b>One-Time Funding Requested (if applicable):</b> 0  <b>Total Funding Requested:</b> \$136,000</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  In the process of hiring one full time management faculty. (04/17/2019)</p>	<p>: Request for hiring management faculty last year was not approved. (06/27/2017)</p>
<p><b>Student Support/ Resources - All full time and adjunct faculty will have a</b></p>	<p><b>Request - No Funding Requested - All department faculty will be</b></p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75</p>	<p>: Training opportunities have increased campus wide and have</p>

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<p>web presence that includes the ability for students to download syllabus, study guides and course materials and to check grades via the web.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p>encouraged to have a course website utilizing Canvas Course Management system. Open communication, training, and assistance will be provided on a continuous basis to ensure faculty have the resources they need to incorporate websites and online tools for student access.</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> on campus professional development workshops Equipment/Software/facilities</p> <p><b>*Lead:</b> Brenda Domico and Regina Martinez</p> <p><b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p><b>Planning Unit Priority:</b> High</p>	<p>90% of our faculty have incorporated a course management system into classroom instruction. continuous reminders and announcements of the wide variety of professional development courses is shared with all faculty encouraging them to continue to add new technology to their instructional methods. (04/17/2019)</p>	<p>been shared with all department faculty on a continuous basis. (06/27/2017)</p>

**Adjunct Faculty** - Continue to add highly skilled and qualified adjunct faculty to our Accounting and Management pool to maintain consistency in courses offerings and deliver a wide variety of specialized subjects to business students.

**Status:** Active

**Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21

**Date Goal Entered (Optional):** 09/01/2016