

1. Assessment Plan - Four Column



PIE - Business: Accounting Management Unit

Narrative Reporting Year

2017-18

Contact Person: Brenda Domico and Tom McFarland

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Program Planning Dialog: Monthly department meetings are held where dialogue occurs on curriculum development needs. Two main areas of growth and revisions are in the Supply Chain Management Certificate and Accounting Certificates. Discussions were held on the need for more computers in the classroom to accommodate additional computerized courses and an increase in units for 2 computerized courses.

External Conditions, Trends, or Impacts: 1. Distance Learning Demand and Student Enrollment Trends: During this period of flat enrollment on-line courses continue to fill first. CTE education caters to working adults who prefer and seek out the flexibility of on-line course offerings. Current higher education infrastructure cannot accommodate growing college population and enrollments, making distance education necessary. Accounting and Management on-line classes continue to fill first.

2. Mobile Technology and Social Media: Increase in student use of mobile technology and social media for learning results in higher demand for faculty with training and skills in use of current technology in the classroom and ability to teach distance learning courses utilizing current trends and technology

3. Human Resource and Management job Outlook: Bureau of Labor Statistics reports a 14.1% increase in jobs from 2012 to 2022, which is equal to the average for all jobs. Administrative Management jobs are predicted to rise 8% per year, which is equal to average. Marketing and Promotional Manager jobs are predicted to rise at 9%

4. Unemployment Rate: California's unemployment rate continues to drop 4.3% as of December 2017, from the high of 12.4% in September, 2010. Whereas, the US unemployment rate is also down to 4.1%, from a high of 9.3% in 2010

5. Accounting Profession Job Outlook: Accounting profession continues to report a demand for skilled accountants. Bureau of Labor Statistics reports 15.7% job increase from 2010 to 2020, which is above average. Universities continue to report positive recruiting and job placement of accounting graduates.

6. Universities report an increase in demand for accounting degrees. Many universities have added a masters program in accounting to meet the demands of the accounting profession, and the new requirements of CPA, CFM, and CMA designations.

7. Industry reports reveal deficiencies in critical thinking skills, and interpersonal and communication skills in the young emerging workforce. Other deficiencies noted include writing skills and research abilities.

8. The California State Employment Development Department reports that accounting is one of the occupations with the most job opportunities. They list that there will be over 70,600 top level accounting jobs available in California through 2022.

9. According to the California Employment Development Department Labor Market Information Division, Retail salespersons (Retail Management) - SOC - 41-2031, is the number 1 highest projected occupation for 3-year replacement need, with a projected 3-year openings needed, in our region, of 18,723 jobs. This provides evidence of the increasingly importance and potential for our Management, Marketing (sales), and Retail Management certificates and degrees.

10. New CPA laws, Enrolled Agent, CFM and CMA demands and CTEC (California Tax Education Council) certifications, have created a demand for accounting courses at the community college level to fulfill the educational requirements, as well as development of new programs to meet the needs of the growing and changing Accounting industry. This requires new course development and the appropriate resources and training to assist in maintaining a quality Accounting Program.

Internal Conditions, Trends, or Impacts : 1. Staffing: There is a very strong need for two (2) full time professors in the Management discipline. The Management discipline includes management, business communications, and marketing courses. Currently there are 45 classes scheduled for Fall 2018, with only 3 full time faculty. This discipline has experienced 2 retirements, and the infusion of the entire marketing discipline, while not receiving any additional full-time faculty hire.

2. Changes in technology in Accounting and Management Courses: increasing technology in distance learning courses and use of technology in the classroom requires well-trained adjunct and full time faculty to accommodate these trends. Certification requirements in Course Management systems (i.e. Canvas) and distance learning requirements to teach on-line and hybrid requires additional training and resources before hiring adjunct faculty.

3. Facilities: Accounting and Management classes continue to fill. Student demand for our courses is high, especially the higher unit courses requiring more hours in the classroom. Additionally, accounting curriculum changes require more classrooms equipped with computers.

Critical Decisions Made by Unit: 1. Development of a new Supply Chain Management course and Certificate Program, which will continue into the future.

2. Development of a new VITA (Volunteer Income Tax Assistance) Program and CTEC certified course will continue through the next year and beyond.

3. Development of new marketing programs

4. Significant improvements are being made to the accounting curriculum to meet student and industry demand.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: Ralph Jagodka's completed his appointment by the U.S. Secretary of Commerce, Penny Pritzler, to a four-year term on the District Export Council of Southern California (DECSC), concluded.

Ralph Jagodka concluded a 14-year tenure as Chairman of the Management & Operations Committee of the Industry Manufactures Council (IMC). Ralph was a member of the IMC for 27 years.

Regina Martinez continues to work on her Doctorate Degree.

All faculty in the Accounting and Management department continue to use digital resources and technology in all three modes of education delivery. Canvas is incorporated into traditional, hybrid, and fully online courses, as well as adaptive learning digital solutions software.

Tom McFarland continues to refine techniques for incorporating video application into distance learning.

Steven Valdes Graduated with a Masters in Business Taxation (MBT) from the University of Southern California, Leventhal School of Accounting , under the Marshall School Business .

Steven Valdes certified and renewed the following professional licenses Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Personal Financial Specialist (PFS) { AICPA designated Financial Planner }, and Chartered Global Management Accountant (CGMA).

Steven Valdes created , updated and improved BUSA 58 Federal Income Tax, by converting it from 3 units to 4 units. The class is now approved as Qualifying Education for the California Tax Education Council (CTEC), students can now take the class and pass with 100% attendance and a minimum C grade of 70% or above and are now are a

legally licensed Registered Tax Return Preparer in the state of California.

Steven Valdes created, updated and improved a new tax return preparer certificate program, including development of two new courses. Students can complete BUSA 58, BUSA 59 and BUSA 60 and now earn a certificate in Tax Preparation.

Steven Valdes successfully managed the 3rd Year of the Volunteer Income Tax Assistance (VITA) Program. The program had 37 volunteers preparing 292 returns generating over \$300,027 in total refunds with an average refund of \$1,282, resulting in the tax prep fees savings of over \$30,003 for students and the community.

Dan McGeough continues to maintain his CPA license and is a registered participating member in good standing, of the CSCPA (California Society of Certified Public Accountants). He represents Mt. SAC at the California Society of CPA's industry meetings and events throughout the year.

Brenda Domico continues to maintain her CMA certification and is a registered participating member in good standing, of the IMA (Institute of managerial Accountants). She represents Mt. SAC at the IMA's meetings and events throughout the year.

Brenda Domico is an academic member of the California Society of CPA's and attends meetings and events each semester.

Brenda Domico and Bobby Bates submitted several course, certificate and degree modifications, effective fall 2019. This is part of an ongoing effort to enhance and grow the accounting program to meet demands and the changing environment of the accounting industry.

Tom McFarland continues his membership of DMA (Distribution Management Association). He represents Mt. SAC at the DMA meetings and events throughout the year.

Tom McFarland and Brenda Domico continued to co-advise the AFM/Business Club through Fall, providing numerous opportunities for students to enhance their educational experience by getting involved outside the classroom. The AFM / Business Club's average "active" student memberships range between 50-65 per semester, including 10 executive board positions. The club membership is very diverse, with several majors represented, including business and non-business related majors. Although club membership provides an opportunity for students to develop important career skills by joining the club, most club events are open to all Mt. SAC students, regardless of major. A faculty advisor must attend all events and activities that are club related and use campus resources and facilities. Also, all off campus events must be accompanied by one of the club faculty advisors. Activities/accomplishments during the 2017/2018 school year include: Weekly meetings: a General meeting open to all Mt. SAC students and an Executive Board meeting for club administration and planning club events. General meetings include keynote speakers, interview workshops and mock interviews.

AFM / Business Club Career Development: As part of the AFM / Business Club career development activities, mock interviews were held during the fall semester and an interview/resume workshop was organized in partnership with Dawn Finley, Career Services Specialist.

Notable Achievements for Theme B: To Support Student Access and Success: Ralph Jagodka, continued to update web resources with results from his Small Business Management (entrepreneurship) course, where students interviewed entrepreneurs regarding the economy and business success factors. The archive now has over 1,000 entrepreneur interviews. This provides enormous insights into current business opportunities and facilitates the initial stages for student networking within the local business community. Expanded/Updated Entrepreneurship Resources for student use: http://www.businsight.com/ent_int_archive/ent_int_archive_stat_view.php

Ralph Jagodka developed an archive of student research across multiple countries in the International Business class project and made them available for student use:

http://instruction2.mtsac.edu/rjagodka/BUSM_51_Project/Country_View_51_Archive.asp

Regina Martinez has continued to utilize various methods of technology in the classroom in addition to Moodlerooms and Canvas. This includes several different student response systems, interactive DVD games, and Classroom Jeopardy along with the corresponding software. They are efficient and effective educational delivery tools that have a positive impact on student learning outcomes, skill building, and career application. The student response systems can be found at Socrative.com, Free Mobile Polls.com, Kahoot.com, and Launchpad.com. These interactive systems enable the use of multiple choice, short answers, discussions, interactive games, surveying, and true

false assessments.

Ralph Jagodka has initiated the creation of the new BUSM 53 Supply Chain Management course, and the new Supply Chain Management Certificate program which has now received approval. First course offerings to appear in Spring of 2019

Brenda Domico and Bobby Bates continue to serve on the advisory board of Cal Poly Pomona, which meets once per semester.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: Regina Martinez is a current member of several professional associations which include the Society for Human Resource Management, Business Professionals of American, and the National Latina Business Women's Association-Inland Empire. The Society for Human Resource Management is the world's largest HR membership organization devoted to human resource management. The Business Professionals of America Association is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards. Their mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. The National Latina Business Women's Association-Inland Empire's vision is to meet the needs of the growing ranks of Latina Entrepreneurs, Executives, Professionals and the Youth from the Inland Empire and to Create Unity in Diversity and Prosperity.

Tom McFarland, Brenda Domico, and Dan McGeough continue to serve on the probationary committee for two new professors of accounting, Bobby Bates and Steven Valdes.

Brenda Domico hired 3 new adjunct instructors to begin teaching in fall 2018.

Tom McFarland continues to use a variety of tactics to recruit and screen qualified adjunct professors.

All department members continue professional development through conferences, pod training and industry network associations.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Regina Martinez is the senate representative for the Accounting & Management Department. She distributes information and obtains feedback from the department regarding various campus wide issues at all department meetings. This helps to improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

In partnership with Tech Prep (Marie Tyra) and local high school's administration and teaching staff, the accounting program at Mt. SAC continues to develop and maintain articulation agreements with local high schools. Currently, there are approximately 13 articulation agreements. During 2017-2018, Bobby Bates and Marie Tyra organized a High School field trip for some of the local high schools. The format of this event included a presentation about "Accounting and Finance Careers", Bobby Bates and Steven Valdes gave a live streaming accounting lecture class presentation to the students. Also included was lunch, and a Jeopardy game, with prizes and use of clickers.

Brenda Domico continues to work with Dawn Finley, Career Services Specialist, to find employment for students. During the year, 4 students found jobs through our Work Experience in Accounting Program and enrolled in the BUSA 81 course.

AFM / Business Club Community service and fund-raiser activities: Activities over the past year included; UCLA-Dribble for the Cure (pediatric cancer care), High school Outreach events, TV Tapings, food sales. Each event was attended by 15-30 students.

AFM / Business Club Industry Connection and Networking Opportunities: Through industry speakers and field trips, including a tour of UCLA,, Mt. SAC students are exposed to industry and networking opportunities. In fall 2017, AFM / Business club students attended California Society of CPAs event which included panel speakers and an IMA (Institute of Managerial Accountants) dinner including industry speakers and networking with business professionals. Some students joined these organizations to enhance their career.

AFM / Business Club Alumni Association: During fall 2017, several of our alumni who have transferred and graduated with a bachelors returned to visit our club students and

share their experiences. Mentoring relationships have been formed between current members and past members who are now industry leaders. Additionally, on the Dribble for Cure field trip, an alumni met with our students and had lunch or conducted a tour of their college campus.

Brenda Domico and Tom McFarland organized and led an advisory committee meeting in May, 2018.

Contributors to the Report: Tom McFarland - Accounting/Management

Brenda Domico - Accounting/Management

Dan McGeough - Accounting/Management

Ralph Jagodka - Accounting/Management

Regina Martinez - Accounting/Management

Bobby Bates - Accounting/Management

Steven Valdes - Accounting/Management

| <i>Unit Goals</i> | <i>Resources Needed</i> | <i>Where We Make an Impact: Closing the Loop on Goals and Plans</i> |
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| <p>Program Review - 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>Status: Active</p> <p>Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21</p> | <p>No Funding Requested - Programming time with IT to restart automatic issuance of certificate</p> <p>Planning Unit Priority: High</p> <hr/> <p>No Funding Requested - Development and Implementation of a Financial Literacy program</p> <p>Describe Plans & Activities Supported: Travel costs to meet with various schools and accounting organizations for data gathering on exemplary programs in California. Resources, both electronically and paper copies, of financial planning resources. faculty to teach additional courses professional development for new certifications and skills update in subject matter Marketing new program, including brochures, flyers, posters.</p> <p>Lead: Brenda Domico</p> <p>Type of Request: Marketing, Professional Development</p> <p>Planning Unit Priority: Medium</p> | <p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>Progress has been made related to automatic issuance of certificates. This request has been a goal of the department for several years, however, other goals took precedence. (04/17/2018)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>This program was put on hold due to lack of faculty and resources. We will begin data research and planning activities in the upcoming year. Currently in the process of hiring adjunct faculty who specialize in this discipline. (04/17/2018)</p> |

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What would success look like and how would you measure it?:

Modification of Financial Planning Certificate leading to an increase in student enrollment and completion of %5 or more in this program.

No Funding Requested -

Development and implementation of a CTEC Tax Certification Program

Describe Plans & Activities

Supported: Computer equipment/software
Faculty research and development of curriculum
Qualified faculty to teach the courses

Marketing Program

Lead: Steve Valdes

Type of Request: Marketing

Planning Unit Priority: High

What would success look like and how would you measure it?: Courses

and certificate submitted and approved to curriculum office.
Successful enrollment of 36+ students by fall 2018

Reporting Year: 2017-18

% Completed: 50

2 course additions, 1 course modification, and a New tax Certificate were submitted through Webcms. As of May 15, these curriculum updates were approved and will be in the fall schedule. (05/15/2018)

: Courses and new tax certificate are on schedule to begin fall of 2018. within one full academic year, students will have ability to earn credit towards a Mt. SAC tax certificate and become Ctech certified by the IRS, which will enable them to prepare taxes for individuals. (06/26/2017)

No Funding Requested - Provide Accounting and Management faculty with the equipment and resources needed to create a teaching environment conducive to current trends and student population.

Mobile computing equipment (tablets), software, and training for all full-time faculty should be provided and updated on a continuous basis.

Describe Plans & Activities

Supported: classroom/office supplies: Paper/print

Reporting Year: 2017-18

% Completed: 50

Received 4 windows surface 4 for 4 faculty during 2016/2017. All current software was loaded for faculty use. This an ongoing process of updating equipment and software to meet the need of program needs. (04/17/2018)

: The use of mobile devices increases student exposure and gives faculty the ability to demonstrate the use of current technology in and outside of the classroom. The use of mobile devices provide faculty with the tools needed to keep up with current trends in the industry and enhance quality of instruction. (06/26/2017)

| Unit Goals | Resources Needed | Where We Make an Impact: Closing the Loop on Goals and Plans | |
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| | <p>cartridges/pens/etc. new and updated software: Camtasia, Microsoft office, etc. printers/scanner: Need 1 colored printers/scanners for department. Laptop replacements/mobile devices-tablets</p> <p>Planning Unit Priority: High No Funding Requested - Implementation of the Tax Research and Practice program (VITA) Describe Plans & Activities Supported: stipend for VITA faculty Computers and software for tax preparation activities Computer labs with tax software accessibility Lead: Steve Valdes Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18 % Completed: 50 The VITA Program was implemented in spring 2016, with no funding available. Funding was requested through the Strong Workforce Initiative grant in fall 2016 for the VITA Program and the Tax Certification program. Funding was approved for 3 years. Stipends for two faculty, laptops for two faculty and a student coordinator, and supplies were received for the current year. 2 new courses for the VITA program were submitted to curriculum and are currently in stage 5. VITA courses and the Tax Certification are scheduled to begin fall of 2018. (04/17/2018)</p> | <p>: Through participation in the VITA program, students will will be better prepared for transfer or career opportunities in their chosen field. (06/26/2017)</p> |
| | <p>No Funding Requested - Conference attendance for AFM/ Business Club students, and faculty advisors Describe Plans & Activities Supported: Business conference registration fees travel costs including, lodging and transportation. Lead: Tom McFarland and Brenda Domico</p> <p>Type of Request: Professional Development Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18 % Completed: 50 Each year, the AFM/Business Club attends a business conference sponsored by various professional organizations, such as Institute of managerial Accountants, San Francisco State Financial and Management Conference, and others. AFM attended a student leadership conference in the fall of 2017. Continuous funding will be needed for future conferences and events. (04/17/2018)</p> | <p>: Business Conferences provide exposure to the Business industry, provide networking opportunities for students and create contacts that will assist in career placement. Additionally, skills and knowledge gained will increase student success in the business industry. Topics covered in these conferences/workshops include leadership, global business, current technology used in business, hot topics/future advances in business, accounting and finance issues, business law, ethics/fraud, and much more. By participating in these annual conferences, students are better</p> |

| Unit Goals | Resources Needed | Where We Make an Impact: Closing the Loop on Goals and Plans |
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prepared for transfer and advancing their careers in business disciplines. they also share knowledge and skills learned with all Business Club students upon their return. (06/26/2017)

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| <p>Partnerships - 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>No Funding Requested - Annual AFM Alumni Meeting Describe Plans & Activities Supported: Facilities, food and supplies for the alumni event. Lead: Tom McFarland and Brenda Domico Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18 % Completed: 0 There has not been an alumni dinner for the past 2 years. We hope to schedule an Alumni AFM/Business Club dinner for the next academic year. (04/17/2018)</p> | <p>: An alumni dinner is planned for spring 2018. (06/26/2017)</p> |
| <p>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> | <p>No Funding Requested - Participation in professional organizations, such as CALCPA, IMA (Institute of Managerial Accountants), DMA (Distribution Management Association), and IMC (Industry Manufacturers Council). This includes attendance at monthly networking events, company tours, professional mixers and business conferences.</p> | <p>Reporting Year: 2017-18 % Completed: 0 Full-time faculty in our department represent our professions through memberships in various professional organizations. On average, annual membership dues are \$100 per educator. Each year memberships are renewed and paid for by faculty personal income. We are requesting funds be allocated to these membership dues each year. (04/17/2018)</p> | <p>: Faculty are encouraged to participate in professional organizations, elevating the level of content expertise. Benefits shared with students include networking opportunities, keeping up with current trends in industry, scholarship and internship opportunities, access to subscriptions and online resources, discounts to business conferences. Students also have an opportunity to join these organizations and attend various events. (06/26/2017)</p> |
| | <p>Describe Plans & Activities Supported: membership dues Lead: Brenda Domico Type of Request: Professional Development Planning Unit Priority: High</p> | | |
| | <p>No Funding Requested - Participation in advisory boards of other education institutions. Lead: Brenda Domico Planning Unit Priority: Medium</p> | <p>Reporting Year: 2017-18 % Completed: 50 Each semester, an accounting faculty has attended the Cal Poly Accounting Advisory Board meeting. (04/17/2018)</p> | <p>: Partnerships with local 4-year colleges continue to support our programs through articulation agreements and collaboration which is beneficial for student</p> |

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No Funding Requested - Articulation with local high schools, including developing and maintaining new articulation agreements, participating in annual articulation meetings, organizing events and field trips for high school students, and various outreach activities throughout the year.

Describe Plans & Activities
Supported: Equipment for live feed setups. One of the elements of the field trip is a live feed classroom lecture in front of several high school students who will be in a large auditorium.
 Transportation costs and supplies for outreach activities. This may include auto costs, bus costs for HS students, supplies for events on campus, including marketing materials and activities.

Lead: Bobby Bates
Type of Request: Marketing
Planning Unit Priority: High

Reporting Year: 2017-18
% Completed: 50
 Faculty attended the annual articulation meeting and renewed 10 articulation agreements with local high schools. An annual field trip was organized during fall, 2017 semester which included several activities for students throughout the day. This is an ongoing event. (04/17/2018)

success. (06/27/2017)
 : Participation in articulation activities and events will continue to exist without funding. However, funding some of these costs will help increase field trip attendance and enhance the quality of the articulation program. (06/27/2017)

Business Building - Be involved in the planning and implementation of the new business building that will meet the educational needs of students and faculty.
 - Provide educational technology in a flexible platform that will allow us to adapt to future needs.
 - Develop buildings and classrooms that promote a professional business atmosphere
Status: Active
Goal Year(s): 2017-18

| <i>Unit Goals</i> | <i>Resources Needed</i> | <i>Where We Make an Impact: Closing the Loop on Goals and Plans</i> | |
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| <p>Date Goal Entered (Optional): 09/01/2016</p> <p>Information Systems - Continue to distribute information regarding Business Division and campus wide 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> | <p>No Funding Requested - The Accounting & Management Department will continue to disseminate and discuss division and campus wide issues at our department meetings. Planning Unit Priority: Medium</p> | <p>Reporting Year: 2017-18 % Completed: 50 Department faculty share and discuss division and campus wide issues and new developments at monthly department meetings. Additional meetings are scheduled when needed. (04/17/2018)</p> | <p>: Department faculty stay current with division and campus wide issues. (06/27/2017)</p> |
| <p>Educational Delivery - 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 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> | <p>No Funding Requested - Increase faculty access to current journals, book abstracts, and professional periodicals for injecting relevant and current information into classroom instruction (e.g. "Get Abstract", "Journal of Accountancy," HR Magazine," International Journal of Applied Management," International Journal of Retail & Distribution," and others). These resources need to be available to both faculty and students Describe Plans & Activities Supported: Subscriptions to relevant business professional websites and magazines. Type of Request: Professional Development Planning Unit Priority: Medium</p> | <p>Reporting Year: 2017-18 % Completed: 50 Continue to increase faculty access to current publications related to instructional deliveries. (04/17/2018)</p> | <p>: Need more access to business periodicals to bring relevancy to the classroom and increase student access to industry resources. (06/27/2017)</p> |
| | <p>No Funding Requested - The Scheduling of more distance learning classes are needed, which will require additional training for new adjunct and full-time faculty to</p> | <p>Reporting Year: 2017-18 % Completed: 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</p> | <p>: Discussions continue in the department on the importance of preparing for additional distance learning courses and increasing course offerings to provide more</p> |

| Unit Goals | Resources Needed | Where We Make an Impact: Closing the Loop on Goals and Plans | |
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| | <p>obtain distance learning certification. Additional training and skills development in online teaching techniques and pedagogy is necessary for maintenance of quality online programs.</p> <p>Describe Plans & Activities Supported: Distance Learning training</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p> | <p>growth in this area. (04/17/2018)</p> | <p>flexibility in days and times to meet student demand. (06/27/2017)</p> |
| <p>Professional Development. - 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>Status: Active</p> <p>Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 09/01/2016</p> | <p>No Funding Requested - Increase departmental faculty access to on campus and off campus training (instructional and technology), and professional development opportunities (workshops and conferences), including travel in state and abroad, where knowledge gained can be shared with students and department members.</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18</p> <p>% Completed: 50</p> <p>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 trends and technology as well as create future business contacts in the field. (04/17/2018)</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. 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>Full-Time Faculty - Hire Full-time faculty to meet current needs and growing demands of the Accounting, Management and Marketing programs.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p> | <p>No Funding Requested - Hire one new full-time management faculty member.</p> <p>Lead: Tom McFarland</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>Request for hiring management faculty last year was not approved. (04/17/2018)</p> | <p>: Request for hiring management faculty last year was not approved. (06/27/2017)</p> |

| <i>Unit Goals</i> | <i>Resources Needed</i> | <i>Where We Make an Impact: Closing the Loop on Goals and Plans</i> | |
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| <p>Student Support/ Resources - All full time and adjunct faculty will have a 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>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p> | <p>No Funding Requested - All department faculty will be 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>Describe Plans & Activities Supported: on campus professional development workshops Equipment/Software/facilities</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18</p> <p>% Completed: 75</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. (04/17/2018)</p> | <p>: Training opportunities have increased campus wide and have been shared with all department faculty on a continuous basis. (06/27/2017)</p> |
| <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.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p> | <p>No Funding Requested - Hire additional adjunct faculty to be added to the adjunct faculty pool.</p> <p>Planning Unit Priority: High</p> | <p>Reporting Year: 2017-18</p> <p>% Completed: 75</p> <p>Additional adjunct faculty were added to the adjunct pool last year. More will be recruited to meet program needs. (04/17/2018)</p> | <p>: Hiring adjunct faculty is an ongoing process. By retaining a large pool of instructors, accounting and management programs have access to a wide range of talent which provides ability to offer additional sections for growth and new courses. Student access and success in their chosen discipline is enhanced. (06/27/2017)</p> |