



**Instructional Program Review – Annual Update  
2022**

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| Date:  | 5/30/2022  |
| Program and Department:                      | Business Education – Business  |
| CTE Program?                                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |
| Additional programs included in this review: | Entrepreneurship, Real Estate, Paralegal   |
| Date of last comprehensive review:           | 7/20/2021 signed by Dean<br>5/22/2022 signed by VP   |
| Submitted By:                                |  |
| Attachments (* as needed):                   | <input type="checkbox"/> 6-year assessment plan – All programs, when applicable<br><input type="checkbox"/> 2-year scheduling plan<br><input type="checkbox"/> Justification for Resource Requests (if needed)<br><br>All of the above previously submitted. |

**I. Alignment of the Program with the AHC Mission**

**AHC Mission: Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, academic, and career goals through coursework leading to associate degrees, certificates, transfer, and skills building.**

a. Have there been any changes that would require a change to your Program Mission?

No changes required.

b. Explain how your program mission aligns with the college mission.

The college mission and values can be found here: <https://www.hancockcollege.edu/about/mission.php>

The Business Education Department provides A.S. degrees, A.A. degrees, and certificate programs which meet the needs of transfer students, students looking for a 2-year degree, students seeking a short-term certificates, and students who would like to enhance their career mobility.

**II. Student Success, Program Accessibility and Program Capacity**

\*NO data analysis required this year.

- a. Describe how the program works to promote student success (completions job placement, transfer). Include teaching innovations and use of academic and student support.

Department meetings include ongoing discussions about student success. Advisory team meetings are held continuously to gain a work-based perspective. Student performance is measured and monitored by all faculty, with timely interventions to foster student success.

All faculty are on a Business Student Success Team. Faculty are involved in presenting a new student orientation to Business students.

A six year program review was recently completed, including detailed information about student performance.

- b. List any notable accomplishments of the program (student awards, honors, or scholarships can be listed here also)

Progress is being made to help students improve their writing skills and the ability to follow instructions. Both of these skill areas were suggested by the Business Advisory Team as goals for all programs.

Faculty are actively engaged in a business student success team.

Faculty measure and monitor student performance and continuously improve their instructional techniques to maximize success. The department is “changing the odds.”

Faculty strives for continuous improvement. Student success is an ongoing topic at monthly department meetings.

**III. Quality and Innovation in the Program and Curriculum Review**

- a. Are you on track in your assessment plan for course and program SLOs? If not, please explain why.

Yes, the department is on track.

- b. Have you shared your assessments or improvement plans with your department, program or advisory committee? If so, what actions resulted? If not, how do you plan to do so in the future?

Yes, assessments or improvement plans are shared at department meetings and at advisory team meetings.

- c. Did any of section, course or program improvement plans indicate that your program would benefit from specific resources in order to support student learning and/or faculty development? If so, please explain.

No new resources requested at this time. However, the K Building is old and in need of updating.

- d. In reviewing your outcomes and assessments have you identified any and all that indicate a modification should be made to the course outline, the student learning outcomes or the program outcomes? Please state what modifications you will be making.

Overall, writing skills are problematic for many (most) students. Also, students often need help with time management and following instructions.

Therefore, additional information has been included in the syllabus, including detailed instructions to help students understand what is required. Case study, discussion board, and essay assignments give students the opportunity to address work-based issues and enhance their writing skills. Tests are used to measure discipline specific knowledge.

Increased and earlier communication by faculty with students should help to foster student success.

- e. Have all course outlines been reviewed within the last 5 years? If not, please explain the plan to bring course outlines up to date and include timelines for the review and submission to AP&P.

Yes.

- f. For **CTE courses/programs only**, as per §55003, have prerequisites, corequisites and advisories (PCAs) for courses and/or programs been reviewed within the last 2 years?

Yes.

#### IV. Focus and Engagement of the Program

- a. Summarize major trends and opportunities as well as challenges that have emerged in the program

COVID has resulted in more online classes. Faculty are continuously attempting to increase student retention and success rates, especially in online classes.

Faculty are discussing methods to address the influx of younger students who often have writing challenges, time-management challenges, and lack the ability to follow instructions.

- b. List any (internal or external) conditions that have influenced the program in the past year.

COVID has resulted in more online classes (see above discussion).

**Data for Program with Vocational TOP Codes (CTE):**

<https://misweb.cccco.edu/perkins/main.aspx>

Please review the data and comment on any trends.

- c. Current industry employment and wage data (please cite sources)

Labor market statistics indicate employment is strong in business, real estate, and paralegal professions.

- d. Industry employment and wage trends

Labor market statistics indicate salaries for business, real estate, and paralegal professionals is comparatively high.

- e. TOP code employment CORE indicator report

- f. Advisory committee recommendations

Help students learn to follow instructions, write, and gain time-management skills.

**V. Continuous Improvement of the Program**

- a. Status of Final Plan of Action – Post Validation

Summarize the progress made on the recommendations from your last comprehensive program review plan of action

| PLAN OF ACTION  | ACTION TAKEN/RESULT AND STATUS  |
|---|---|
| Develop a marketing plan to increase enrolment in the entrepreneurship program. | The department is currently reviewing and updating the entrepreneurship curriculum.   |
| Develop a course sequence and marketing plan for the real estate program.       | The department plans to produce the AP&P paperwork to offer online real estate classes to increase enrollment.                        |
| Develop a course sequence and marketing plan for the paralegal program.         | Course sequencing is completed. The department plans to produce the AP&P paperwork to offer paralegal classes to increase enrollment. |

b. List any new resources that the program received in the past year and the results

| Source | Specific Resource | Est. Amount \$ | Impact on program or course outcomes |
|--------|-------------------|----------------|--------------------------------------|
| None   |                   |                |                                      |
|        |                   |                |                                      |
|        |                   |                |                                      |

c. List any new or modified recommendations below, including rationale for these in the table.

| Program Improvement Plan (Program ,Priority Number, year) | Anticipated Outcome (Goal) | Program Goal Status (Indicate if this goal is ongoing from a previous Annual Or Comprehensive Program Review or new this year). | Alignment to Strategic Directions and planning goals (see " Alignment to Strategic Directions" Attached | Activities | Justification (Evidence of need) | Resource Request (From table Below) | Anticipated Completion Date or On-going |
|---|----------------------------|---|---|------------|----------------------------------|-------------------------------------|---|
| None  |                            |   |   |            |                                  |                                     |   |
|   |                            |   |   |            |                                  |                                     |   |

d. Summary of request for resources. Please list the type of request (facility, technology, staffing, equipment, other) and rank their priority.

| Resource Requests<br>(Program, RRX year) | Item | Program Goal | Type | One-time cost | On-going cost (per fiscal year) | Anticipated Completion Date or On-going |
|--|------|--------------|------|---------------|---------------------------------|---|
| None                                     |      |              |      |               |                                 |   |
|  |      |              |      |               |                                 |   |