Assessment: Assessment Unit Planning

Program Review 2014-15

YC - General Business & Management Program Review

Type of Review: Annual Update
Program Description : A1. Do students have access to curriculum-specific and/or program-specific support services? If so, describe this service(s). If not, explain why.

Business students benefit by support services offered by Yuba College, specifically, the Yuba College Tutoring Center (CSC), EOP&S and DSPS.

(Clear Lake Campus) Students are able to receive tutoring assistance in all Business Classes at our LRC – Learning Resource Center. Our successful EOP&S program helps Business students by loaning them books, calculators, etc. which as a direct impact on student success.

A2. If services are available, how do they demonstrate an increase in student success

There is no quantitative data available at this time measuring the success of students as a result of these support services. However, students have realized many benefits in better understanding curriculum as well as improved test scores as a result of these support services.

(Clear Lake Campus) Because of the high cost of textbooks students who are able to borrow books are able to stay in the class and not be forced to leave due to financial difficulties. Lake County has an extremely high poverty rate, so any services that allow our students to complete their education without dropping due to poverty are highly successful.

A3. How is current and previous program review data used to refine and improve program or department practices?
SLO assessments are an area that needs further work. Likely this data is available through periodic course assessments assuming these SLO's are measurable. Improvement in writing and measuring SLO's is needed by most of the courses in the General Business/Management curriculum. This SLO process has started as courses are revised in CurricuNet. This data will be used to improve student success.

(Clear Lake) SLOs have been assessed for the majority of business classes for the past 5 semesters at the Clear Lake Campus.

Executive Summary (Include a list of team members): Due to recent state mandates for Associate Degree Transfer (ADTs) and Financial Aid student funding eligibility, faculty at Lake Center, Marysville campus (and Woodland Center) will revise Certificates of Achievements,
Yuba College's Associate Degree in Business Administration, and CSU's ADT degree. The Business Division staff will develop Certificate of Achievements in specific disciplines, and Associate Degree in Business Administration Core with areas of concentration. Input from the Business Advisory Committee. CurricUNET lisitings for Management and General Business courses needs a complete review prior to the publishing of the 2014-2015 catalog since many of the courses listed are either listed as Inactive and need to be moved to Historical or listed as active without the name of the responsible faculty member.

Program Recommendation: Curriculum: SLO development (Marysville)

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Full time faculty continue to refine course SLO's and work with adjunct faculty as needed for those courses only taught by adjunct.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013
Request Date: 02/01/2012
Inactive Date: 05/25/2012
Supporting Evidence : As Course outlines are being updated, SLO's are being reviewed and updated.

Plan of Action

Curriculum/SLO - As courses are slated for COR updates, include/update Course Outlines to include relevant SLO's. Full time faculty to assist adjunct faculty to determine appropriate SLO's for those courses only taught by adjuncts. (Active)
Budgetary Impact: None
Timeline/Responsible Party: All full-time business faculty

Program Recommendation: Curriculum: Review of Business Certificates and Degree Courses (Marysville)

Continue to review and revise if needed Business Certificate and Degree courses. Examine newly developed Core and Elective courses for each of these Certificates of Achievement, looking at these in light of current and emerging labor market needs. Seek input from the Business Division Advisory Committee February 2014. Eliminate from the Yuba College Catalog all other Certificates. Bring to the Curriculum Committee Fall 2012.

Develop AS Degree - Business Administration. Determine Core courses required of all students, then list Concentration options addressing specific skills and knowledge sets needed. Participation from Lake Center, Marysville, (and Woodland Center) faculty. Seek input from the Business Division Advisory Committee Fall 2012. Eliminate from the Yuba College Catalog all other Business Division Associate's Degrees. Bring to the Curriculum Committee Fall 2012.

Develop AS Degree-Transfer in Business Administration (CTM). Update specific courses specified in the Transfer Model Curriculum for Business Administration. Update descriptors in the COR as needed. Share mandated curriculum with Lake Center, Marysville, (and Woodland Center) faculty. Share new mandated curriculum with the Business Division Advisory Committee Fall 2012. Bring to the Curriculum Committee revised COR's Fall 2012.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2013-2014
Request Date: 11/01/2013
Inactive Date: 05/01/2014
Supporting Evidence : Current Yuba College Catalog
Evaluation Plan: Review existing core and elective courses listed in the newly revised Certificate of Achievement and Degree. Ensure Course SLO's are meaningful and measurable.

Plan of Action

Curriculum/SLO - Due to recent state mandates for Transfer Model Curriculum and Financial Aid student funding eligibility, faculty at Lake Center, Marysville campus (and Woodland Center) will revise Certificates of Achievements, Yuba College's Associate Degree in Business Administration, and CSU's AS-T degree. The Business Division staff will develop Certificate of Achievements in specific disciplines, and Associate Degree in Business Administration Core with areas of concentration. Input from the Business Advisory Committee. Clean the Yuba College catalog in all other related content. (Active)
Budgetary Impact: None.
Timeline/Responsible Party: All Business Division faculty providing Departmental input to the Business Division regarding Certificates of Achievement and the Associate Degree program.
Perkins Eligible: No

Program Recommendation: Curriculum: Strengthen linkages to

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Business Community (Marysville)

Continue relationship with Business Advisory Committee but focus on some specific targeted outcomes: in addition to the Certificate/Degree program curriculum (mentioned above) re-evaluate ways of streaming/revising course offerings to meet economic development needs; examine ways to improve business Internship opportunities for students; explore mentoring options between selected businesses and students
Encourage business faculty's involvement in local, regional, and statewide economic development events and training opportunities.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2011-2012, 2012-2013
Request Date: 02/01/2012
Inactive Date: 05/25/2012

Plan of Action

Curriculum/SLO - starting with Spring semester 2012, meet with Business Advisory Meeting - seek input regarding the following: Business Division Certificate and Degree requirements and courses within these programs; scheduling time and location of specific courses for training/retraining/continued education; improving Internship opportunities; develop mentoring for students. (Active)
Budgetary Impact: None
Timeline/Responsible Party: All Business Division faculty working with local Business Advisory committee.
Perkins Eligible: No

Program Recommendation: Staffing (Marysville)

Pursue hiring an additional full-time faculty position with a load to include General Business, Accounting, and Computer curriculum as part of the load.
Continue pursuing the best qualified adjunct to teach existing and emerging curriculum.
Provide training opportunities and financial support for faculty to further improve existing and emerging curriculum.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013
Request Date: 10/01/2012
Inactive Date: 05/01/2013

Plan of Action

Staffing - Faculty - Request a full-time faculty position. Load would include several Gen Business and Management courses. (Active)
Budgetary Impact: Full-time faculty position
Timeline/Responsible Party: Staffing Committee

Program Recommendation: Facilities: (Marysville)

This is a HUGE concern at the Marysville for safety, accessibility, esthetics, function, and image.
Address all safety issues in the 500 Building. These include electrical risks, tripping hazards, water and mold issues.
Address all accessibility issues in the 500 Building. Classes are being re-routed throughout the campus which increases difficulty for business students with accessibility needs.
Address the esthetics and image needs of the 500 Building. This includes bathroom disrepair including stalls with no door locks or broken door locks, Address deferred maintenance to provide better light control in classrooms and esthetic projects including window treatments, stains and dirty floor coverings.
Continue to address (daily it seems) the heat/air conditions/ventilation in all classrooms.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013
Request Date: 10/01/2012
Inactive Date: 05/01/2013
Supporting Evidence : Due to urgent safety issues, crumbling 500 Building infastructure site and needs of the Sutter and Colusa

county residents, relocate the Business Division to the Sutter County Campus in Yuba City, effective as soon as possible (Fall 2013?) Schedule courses in a variety of formats at this site to include day, evening, accelerated 6-and 9-week accelerated formats as well as online offerings, responding to input from the Business Advisory Committee Fall 2012.

Plan of Action

Facilities - Seek a new site for business division classes. Due to urgent safety issues, crumbling 500 Building infastructure site and needs of the Sutter and Colusa county residents, relocate the Business Division to the Sutter County Campus in Yuba City, effective as soon as possible (Fall 2013?) Schedule courses in a variety of formats at this site to include day, evening, accelerated 6-and 9-week accelerated formats as well as online offerings, responding to input from the Business Advisory Committee Fall 2012.
Determine appropriate course offering mix at the new YC Center that makes sense for students pursuing a business certificate or degree. (Active)

Budgetary Impact: Minimal. Space is currently available for lecture and computer labs as well as faculty offices to meet with students.
Timeline/Responsible Party: As determined by the College Council and other appropriate committees, as soon as feasibly possible....please!
Perkins Eligible: Yes

Related Goals

YCCD Board of Trustees Vision Statement
YCCD VS 1 - Providing an innovative, world-class learning environment;

Program Recommendation: Equipment (Marysville)

Provide industry-standard equipment--computers, ergonomic work stations, ergonomic chairs.
Provide and improve student wifi accessibility.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012
Request Date: 01/03/2012
Inactive Date: 05/25/2012
Supporting Evidence : This category--Equipment--has been on the Division's "needs list" for quite some time.

Plan of Action

Equipment - Request funding through Perkins Act and Measure J. Seek funding partners from the communities served. (Active)

Budgetary Impact: Cost of 3 fully-equiped ergonomically designed computer labs, plus additional classrooms.

Equipment - Update computer labs with industry-standard equipment. Update all classrooms with ergonomic work desks and chairs (not 1-unit table & chair). Improve other furnishings to improve safety and esthetics. Address lighting needs with adjustable task and classroom lights. Improve wiring safety. (Active)

Budgetary Impact: Cost is determined in Measure J proposal for equipping labs and regular classrooms for safety, function and utility, and esthetics.
Timeline/Responsible Party: Have placed this on our priority list for eons.
Perkins Eligible: Yes

Program Recommendation: Facilities: Clear Lake

Our current computer lab for students has 28 computers that are ancient. They can not run any version of Windows past XP and can not be updated beyond Office 07. This hinders our students' ability to work in this lab and has forced us to close it to all students other than QuickBooks students. Given that over half of our students do not own a personal computer, our inability to offer a student lab will cause students not to enroll in online courses - an ever-expanding delivery mode for our curriculum.

Recommendation Priority: 3. High Priority

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Year(s) Requested: 2012-2013
Request Date: 10/01/2012
Supporting Evidence : ..

Plan of Action

Facilities - Continue to encourage the district to see the importance of offering a student computer lab at the Clear Lake Campus. Discuss revising courses that contain a lab component so that students that don't have access to a computer for homework will not be penalized on their course grade. Discuss the possibility of having all required classes that are only currently offered online be made face-to-face as well so that students have access to this curriculum. (Active)

Budgetary Impact: The cost of 28 computers that are fully-functional and efficient.

Program Recommendation: Curriculum: SLO refinement (Clear Lake)

Continue to refine and enhance our SLOs to help improve the quality of education in business courses. Analyze the results of SLO assessments to help define areas for improvement.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013
Request Date: 10/01/2012

Plan of Action

Curriculum/SLO - Continue to administer SLO assessment in every business class, every semester. Use the results to improve our educational commitment to the students at the Clear Lake Campus and to our community. (Active)

Program Recommendation: Curriculum: Clear Lake Advisory Committee

Continue to hold our annual spring meeting with the Clear Lake Advisory Committee. Encourage our culinary department to continue to participate in this event to help promote the culinary program and enhance the relationship between our business department and the surrounding community.

Recommendation Priority: 1. Low Priority
Year(s) Requested: 2012-2013
Request Date: 10/01/2012

Plan of Action

Curriculum/SLO - Continue to survey our local businesses to gather data regarding the skill sets that they hope to see in our students. Discuss the curriculum changes with the committee and reassure the participants that we are doing everything possible to produce "job-ready" employees for our community. (Active)