



Planning Unit

Year: 2020__-2021__

Unit Type:

Report Period: July 1, 2020__ – June 30,

2021__

(Choose One: Educational Programs, Administrative Support, Educational Support, Workforce Development)

(1) Unit Mission:

The Business Administration Program prepares students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership, and to be productive and responsible citizens. This program is primarily designed for students who plan on transferring directly to a bachelor's in business program with the most transferable credits.

(2)	(3)	(4)	(5)	(6)	(7)
<u>Strategic Goal/College Goal</u> <small>(SG# and/or CG#)</small>	<u>Desired Outcome & Target/Criterion</u> <small>(Outcome begins with <i>action verb</i>. Target numerically measurable)</small>	<u>Strategy To Accomplish Desired Outcome</u> <small>(Use bullets)</small>	<u>Budget Link</u> <small>(Yes or No) If Yes, Describe</small>	<u>Assessment Method/Instrument</u>	<u>Findings & Use of Results for Improvement</u> <small>(Use bullets)</small>
CG 2 & 3	<p>A. <u>Desired Outcome #1*</u>:</p> <ul style="list-style-type: none"> Students will be able to prepare basic Financial Statements. <p><i>Type of Outcome? (Check One):</i></p> <p><input checked="" type="checkbox"/> Student Learning Outcome *If SLO, use the approved Program SLO.</p>	<ul style="list-style-type: none"> First time we are assessing this in a few years. 	n	<ul style="list-style-type: none"> Final Exam 	<p>A. <u>Findings:</u> There were 51 students who took the assessment and 40 passed with a 70% or higher. That's 78% target met.</p> <p><i>Target Met? (Check One):</i> <input checked="" type="checkbox"/> Target Met <input type="checkbox"/> Target Partially Met <input type="checkbox"/> Target Not Met</p> <p>Use of Results – While the target was met by the students who completed the assignment there were many who did not do it. And each instructor gave their own accounting cycle problem.</p>

	<p>B. Target: 70% or higher of students who take ACCT 205 will pass a cycle problem</p>				<p>Next year all sections will use the same Accounting cycle problem in a proctored setting. Additionally, videos will be created to help students prepare for the assessment.</p> <ul style="list-style-type: none"> Desired Outcome Status? (Check One): <input type="checkbox"/> Outcome to Be Further Assessed Next Year <input type="checkbox"/> Outcome Concluded This Year
(2)	(3)	(4)	(5)	(6)	(7)
<p><u>Strategic Goal/ College Goal</u> (SG# and/or CG#)</p>	<p><u>Desired Outcome & Target/Criterion</u> (Outcome begins with <i>action verb</i>. Target numerically measurable)</p>	<p><u>Strategy To Accomplish Desired Outcome</u> (Use bullets)</p>	<p><u>Budget Link</u> (Yes or No) If Yes, Describe</p>	<p><u>Assessment Method/ Instrument</u></p>	<p><u>Findings & Use of Results for Improvement</u> (Use bullets)</p>
CG 2 & 3	<p>A. Desired Outcome #2:</p> <p>Students will be able to use Business Applications Software.</p> <p>B. Target: 80% of students who successfully complete BUSG 224 will pass the final exam with a C or above</p>	<ul style="list-style-type: none"> First Time doing this 	n	Final	<p>A. Findings: 6 sections were used with a variety of class formats. There were 51 students who took the final and 40 passed it with a 70% or higher. That's 78% target not met.</p> <p>Target Met? (Check One): <input type="checkbox"/> Target Met <input type="checkbox"/> Target Partially Met <input checked="" type="checkbox"/> Target Not Met</p> <p>B. Use of Results: We will be adopting First Day book in the Fall and will assess based on that change</p> <ul style="list-style-type: none"> Desired Outcome Status? (Check One): <input type="checkbox"/> Outcome to Be Further Assessed Next Year

					__ Outcome Concluded This Year
CG 2 & 3	<p>A. <u>Desired Outcome</u> #3: Assess legal and ethical issues in business situations (SLO #4)</p> <p><i>Type of Outcome? (Check One):</i></p> <p><input type="checkbox"/> Student Learning Outcome</p> <p><i>*If SLO, use the approved Program SLO.</i></p> <p>B. <u>Target:</u> 75% of students who successfully complete BUSL 250 will be able to list the elements of a valid contract.</p>	Objective Quiz given in BUSL 250 we will be collecting data for virtual live classes	n	Contracts Assignment given to online students	<p>A. <u>Findings:</u> We used this assessment in 4 BUSL 250 virtual live sections with 40 students taking the assessment. Of those 40, 33 or 82.5% passed</p> <p><i>Target Met? (Check One):</i></p> <p><input checked="" type="checkbox"/> Target Met</p> <p><input type="checkbox"/> Target Partially Met</p> <p><input type="checkbox"/> Target Not Met</p> <p>B. <u>Use of Results:</u> We will be adopted First Day book in the Fall and will assess based on that change</p> <ul style="list-style-type: none"> <i>Desired Outcome Status? (Check One):</i> <p><input type="checkbox"/> Outcome to Be Further Assessed Next Year</p> <p><input type="checkbox"/> Outcome Concluded This Year</p>