**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

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| **Discipline: Accounting** | **03/06/2011** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |  |
|  |  | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** | |
| **Enrollment at Census** | | 1,135 | 1,241 | 1,275 | 1,150 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 83.09% | 93.66% | 99.84% | 93.80% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 3,561 | 3,904 | 4,038 | 3,753 | Weekly Student Contact Hours | |
| **FTES** | | 118.70 | 130.13 | 134.60 | 125.10 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 7.93 | 7.67 | 7.26 | 7.40 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 449 | 509 | 556 | 507 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 4.00 | 2.00 | 2.56 | 4.13 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 3.20 | 5.27 | 3.80 | 2.67 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.73 | 0.40 | 0.90 | 0.60 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 3.93 | 5.67 | 4.70 | 3.27 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 49.58% | 73.91% | 64.75% | 44.14% | Percent of Total FTEF Taught By Part-Time Faculty | |
| Student Achievement: **Non Distance Education Courses** | | | |  |  | Those NOT taught via Distance Ed (see below) methods of instruction | |
| **● Retention Rate** | | 86.62% | 92.32% | 92.87% | 92.35% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 63.70% | 73.34% | 77.60% | 73.45% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| Student Achievement: **Distance Education Courses** | | | |  |  | Those taught via Internet, TV or non line-of-sight interactive methods | |
| **● Retention Rate** | | 86.46% | 87.50% | 91.67% | 91.18% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 70.83% | 72.66% | 84.52% | 77.06% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 11 | 10 | 20 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 46 | 41 | 50 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- Under 18 Units** | | 27 | 29 | 30 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- 18 or More Units** | | 19 | 12 | 20 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **The Accounitng area is the flagship area of the Business Administration Department. Since Fall 2007 our enrollment has been steadily increasing. Our WSCH/FTEF is at or about the 525 number indicating efficiency. For the Non Distance Education Courses our retention rate and success rate are high, 92% and 73% respectively.** |

| **I. B. Please summarize the findings of a Course or Program SLO assessment conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **We have 100% of our course and program SLO's in TracDat. We have 100% of our courses with Assessment Plans. We have assessed Accounting 103 and Accounting 104, 99% achieved the SLO's with a C or better. One hundred percent of the courses will be assessed as of May 2011 The Accounting 103 SLO's are: Analyze and record business transactions using the double entry accounting method and in accordance with generally accepted accounting principles (GAAP). Prepare a Balance Sheet, an Income Statement, and a Statement of Cash Flows. Interpret and analyze the Income Statement, Balance Sheet, and Statement of Cash Flows for the purpose of making business decisions. The means of assessment: Students will interpret and analyze selected financial statements, and reach an appropriate conclusion. The Accounting 104 SLO's are: Analyze and record business transactions using the double entry accounting method and in accordance with generally accepted accounting principles (GAAP). Prepare a Balance Sheet, an Income Statement, and a Statement of Cash Flows. Interpret and analyze the Income Statement, Balance Sheet, and Statement of Cash Flows for the purpose of making business decisions. Students will interpret and analyze selected financial statements, and reach an appropriate conclusion.** |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
| --- |
| **We have assessed Accounitng 103 and Accounting 104, 99% achieved the SLO's with a C or better. We are excellent at integrating the part time faculty in all aspects of the program. We have embraced technology in the Accounting courses through BlackBoard and publisher materials and document cameras which have improved student performance.** |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **Please include job projections and trends that may influence major curriculum revisions.** |
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| **Over the next seven years we see an increase of about 13% with 60,800 jobs, all for which we are training students at Palomar College. The detailed data for both ACCT and Business are below. (Business is shown as students majoring in ACCT also find employment in business.**  **California stats show 2008 jobs, 2018 jobs, increase in jobs (number), increase in %**  **Occupation**  **Accountants and Auditors 140,200 167,100 26,900 19.2**  **Bill and Account Collectors 43,300 50,800 7,500 17.3**  **Billing and Posting Workers 61,700 70,700 9,000 14.6**  **Bookkeeping, Accounting, and Auditing Clerks 221,600 237,700 16,100 7.3**  **Budget Analysis 12,200 13,500 1,300 10.7**  **Total 479,000 539,800 60,800 12.7%**  **San Diego stats show 2008 jobs, 2018 jobs, increase in jobs (number), increase in %**  **Occupation**  **Accountants and Auditors 11,410 13,350 1,940 17.0**  **Bill and Account Collectors 4,190 5,010 820 19.6**  **Billing and Posting Workers 4,860 5,490 630 13.0**  **Bookkeeping, Accounting, and Auditing Clerks 17,270 18,660 1,390 8.1**  **Budget Analysis 1,000 1,250 150 13.6**  **Total 38,730 43,760 4,930 12.7%**  **For Business (San Diego county only)**  **SOC Code Job Title 2008 2018 Growth**  **131051 Cost Estimators 2310 2900 26%**  **132071 Loan Counselors 230 280 22%**  **131072 Compensation and Job Analysis Specialists 1160 1410 22%**  **131071 Employment, Recruitment, and Placement Specialists 1570 1860 18%**  **131081 Logisticians 1440 1700 18%**  **131079 Human Resources and Labor Specialists, All Other 2400 2830 18%**  **112022 Sales Managers 5610 6590 17%**  **131023 Purchasing Agents, Except Wholesale, Retail/Farm 3730 4360 17%**  **434051 Customer Service Representatives 18490 21610 17%**  **434081 Hotel, Motel, and Resort Desk Clerks 2940 3420 16%**  **119021 Construction Managers 5630 6420 14%**  **412031 Retail Salespersons 48370 54560 13%**  **113011 Administrative Services Managers 2160 2380 10%**  **131199 Business operations specialists 16480 18040 9%**  **414012 Sales Representatives, Except Technical 9660 10560 9%**  **131121 Meeting and Convention Planners 660 720 9%**  **413099 Sales Representatives, Services, All Other 8730 9480 9%**  **119151 Social and Community Service Managers 1070 1150 7%**  **119081 Lodging Managers 830 890 7%**  **411011 Retail Sales Supervisors 16710 17830 7%**  **411012 Non-Retail Sales Supervisors 4400 4680 6%**  **119199 Managers, All Other 7090 7470 5%**  **419099 Sales and Related Workers, All Other 2560 2680 5%**  **131111 Management Analysts 9570 9980 4%**  **Total 161,670.00 181,140.00 12%** |

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| **STEP II. PLANNING**  **Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
| --- |
| **We would like to implement new courses that would assist students taking the CPA exam. There is a very successful program at Saddleback College after which we could model our program. This would be a flagship program for San Diego County and is greatly needed. We are aware of SB 1440 the Transfer Model Curriculum for Accounting and are prepared to align ourselves with any changes that need to be made.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
| --- |
| **We need more sections in the future to accommodate the number of transfer students we are receving as well as the labor market growth noted on the attached excel spread sheet. We moved Saturday sections to weekdays to increase our enrollments. We will try scheduling one day a week courses bi-weekly to enhance student learning.** |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **Accounting is a flagship program, our success and retention is great, we have several retirments coming up, so in order to keep the program on it's great track it is important that we continue to have full time quality faculty.** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:** |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results.  NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** |  |  |  |  |  |  |  |
| **a2.** |  |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** |  |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.** |  |  | |  | |  | |  | |  | |  | |
| **c2.** |  |  | |  | |  | |  | |  | |  | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** | |
| **d1.** |  |  | |  | |  | |  | |  | |  | |
| **d2.** |  |  | |  | |  | |  | |  | |  | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.** |  |  | |  | |  | |  | |  | |  | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.** |  |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **No** |

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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **We have aligned our program with the transfer institutions by renumbering courses and carefully reviewing course content. We communicate frequently with California State University San Marcos and San Diego State Universities and the other four year transfer institutions in the area. We also have frequent communication with other Community Colleges in the area.** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
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| **Accounting is a strong program. We update the program continually to reamian state of the art.** |

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| --- | --- | --- |
| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Carol Bruton *Name*** | **Gil Noble *Name*** | ***Name*** |

|  |  |  |
| --- | --- | --- |
| **Michael Gilkey *Name*** | **Sherry Gordon *Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by March 18**