**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2012-13**

**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** | **09/14/2012** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2011 data are as of 1/31/2012 |   |
|   |   | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Definitions** |
| **Enrollment at Census** | 1,303 | 1,313 | 1,206 | 1,316 | *Self Explanatory* |
| **Census Enrollment Load %** | 92.74% | 98.20% | 93.78% | 95.64% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 4,096 | 4,144 | 3,910 | 4,037 | Weekly Student Contact Hours |
| **FTES** | 136.52 | 138.15 | 130.33 | 134.57 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 8.07 | 7.63 | 7.77 | 7.77 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 508 | 544 | 503 | 520 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | 2.00 | 2.56 | 4.13 | 3.87 | FTEF from Contract Faculty |
| **Hourly FTEF** | 5.67 | 3.80 | 3.03 | 3.23 | FTEF from Hourly Faculty |
| **Overload FTEF** | 0.40 | 1.27 | 0.60 | 0.67 | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 6.07 | 5.07 | 3.63 | 3.90 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 75.20% | 66.45% | 46.78% | 50.21% | 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** | 92.27% | 92.70% | 92.02% | 93.99% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 72.90% | 76.53% | 73.09% | 76.94% | 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** | 87.50% | 91.67% | 91.23% | 95.00% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 72.66% | 84.52% | 76.61% | 78.57% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| **Degrees Awarded** | 10 | 20 | 31 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) |
| **Certificates Awarded:** | 41 | 50 | 69 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) |
| **- Under 18 Units** | 29 | 30 | 37 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) |
| **- 18 or More Units** | 12 | 20 | 32 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) |

| **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 Accountng area is the flagship area of the Business Administration Department. Since Fall 2008 our enrollment has been strong and steady. Our WSCH/FTEF has averaged 520 indicating efficiency. Over 50% of our sections are taught by part-time faculty. For the Non Distance Education Courses the retention rate and success rate are high, 94% and 77% respectively. Distance Education courses have similar retention rate and success rate outcomes of 95% and 78%, respectievley.** |

| **I. B. Please summarize the findings of Course AND Program SLO assessments conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **I.B.1 Summarize Course SLO assessment results beginning on the next line.****We have 100% of our accounting courses and accounting program SLO's in Palomar Outcomes Database. We have 100% of our accounting courses with Assessment Plans. We have 100% of our accounting courses assessed. In Accounting 201; 99% of the students achieved the SLO's with a C or better. The Accounting 201 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.****I.B.2 Summarize Program SLO assessment results beginning on the next line.****Upon succcessful completion of the accounting program, students will be able to understand and apply accounting concepts and procedures for business decisions. The accounting faculty met and tallied the results. We took the number of students that received a C or better on the assessmnet and divided it by the total number of students taking the assessment. 99% of students received a C or beter on the assessment.**  |

| **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>) |
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| **I.C.1 Please reflect upon the Course SLO findings in Box B (above) beginning on the next line.****The accounting faculty met and we are very pleased with the reulsts of the course SLO's.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.** **The accounting faculty met and we are very pleased with the resultsof the program SLO's.** |

| **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 ten years we see an increase of about 15% with 66,100 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 statistics show the number of jobs in 2010 and 2020 and the increase and the percentage increase.** **Occupation**  **2010 2020 increase % increase**  **Accountants and Auditors 134,000 155,100 21,000 15.8%** **Bill and Account Collectors 41,000 46,200 5,200 12.7%** **Billing and Posting Workers 58,600 68,400 9,800 14.2%** **Bookkeeping, Accounting, and Auditing Clerks 197,000 225,700 28,000 14.2%** **Business Teachers 7,200 8,500 1,300 18.1%** **Total 437,000 503,900 6,100 15.1%** |

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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.)** |
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|  **We have just launched the Transfer Model Curriculum for Business which includes Accounting.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **We need more sections in the future to accommodate the number of transfer students we are receiving as well as the labor market growth noted in the I. D. section above.** |

| **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 retirements coming up, so in order to keep the program on its 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.*** |
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| **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.**  | **20 two person tables and 40 chairs** | **1** |  | **ACCT 104, Excel for Accounting was a requred articulated transfer course that required a computer lab. ACCT 104, Excel for Accounting is no longer a required articulated transfer course and we have an increased demand for the Financial Accounting course with no classrooms available. We would like to convert MD 329 from a 32 capacity computer lab which is no longer needed to a classroom that would have an occupancy of 40 students. We need 20 two person tables and 40 chairs. The cost estmates is per Dayna Schwab and includes the setup and installation. As you can see from our numbers we have high demand for accounting courses, ACXCT 201 is a required transfer course for 100% of the business majors and our stratgic plan is to serve the transfer students. We have a 99% success rate on our SLO assessments indicating we are doing an excellent job teaching students accounting.** | **$8,300.00** | **one-time** | **no** |
| **a2.**  |  |  |  |  |  |  |  |
| **a3.**  |  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |  |
| **a5.**  |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** |
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| **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.*** |
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| **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.*** |
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| **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.*** |
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| **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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| **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 strong enrollments , 95.64% WSCH, and 520 WSCH/FTEF.** |

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

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| **Michael Gilkey*Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than September 14, 2012**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by September 28, 2012**
* **Email an electronic copy to** **jdecker@palomar.edu** **by September 28, 2012**