PALOMAR COLLEGE®
Learning for Success

Program Review & Planning (PRP)

PART 1: BASIC PROGRAM INFORMATION

Program Review is a self-study of your discipline. It is about documenting the plans you have for improving student success in your program and sharing that information with the college community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With that in mind, please answer the following questions:

Discipline Name:	Accounting
Department Name:	Business Administration
Division Name:	AMBA

Please list all participants in this Program Review:

Name	Position
Joel Glassman	Full-time Faculty Member
Carol Bruton	Full-time Faculty Member
Jackie Martin	Department Chair

Number of Full Time faculty	3	**Number of Part Time Faculty**	16

Please list the Classified positions (and their FTE) that support this discipline:

Academic Department Assistant - 100%; Instructional Support Assistant - 100% Both positions support the entire department.

What additional hourly staff support this discipline and/or department:

Accounting Tutors (STAR) - 20 hours/week

Discipline mission statement (click here for information on how to create a mission statement):

The mission of the Accounting Department at Palomar College is to prepare students of diverse origins, needs, abilities and goals who desire to transfer to a four-year university and/or desire to enter the public accounting, business or industry sectors in an ever-changing global community.

List any new degrees and certificates offered within this discipline since your last comprehensive review:

N/A

Discipline Level Data: https://sharepoint2.palomar.edu/sites/IRPA/SitePages/PRP%20Summary%20Source.aspx

PART 2: PROGRAM REFLECTION

1. Program Analysis:

Reflect upon and provide an analysis of your summary data.

The following table is a comparison of the summary from the 2016-2017 Comprehensive PRP and the 2017-18 Annual PRP:

	Prior Year Comprehensive PRP (2011-12 through 2015-16 data)	2017-18 Annual PRP (2016-17 data)
Enrollments	2,346-2,887	2,808
Fill Rates	88-95%	85%
WSCH/FTEF	476-511	530
Success Rates	74-80%	74%
Retention Rates	80-90%	81%

For the most part, the 2016-17 data appears to be consistent with the data presented in the prior year comprehensive PRP. However, we did note the WSCH/FTEF ratio increased, while the fill rate decreased. This seems to be counterintuitive. As a result, we will be looking into these results in further detail. This information will help us determine the appropriate schedule of classes to offer our students, while trying to maximize our scheduling efficiency.

2. Standards:

ACCJC requires that colleges establish institutional and program level standards in the area of course success rates. These standards represent the lowest success rate (% A, B, C, or Credit) deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

Discipline Level Course Success Rate:
   A. **The College's institutional standard for course success rate is 70%.**
   B. **Review your discipline's course success rates over the past five years.**
   C. **Identify the minimum acceptable course success rate for your discipline. When setting this rate, consider the level of curriculum (e.g., basic skills, AA, Transfer) and other factors that influence success**

Standard for Discipline Course Success Rate:	**70%**
Why?	

We have aligned our course success rates with that of the College's institutional standard for course success rates, as we believe this is a good baseline for measuring student success in our courses.

3. Program Update:

Describe your proudest moments or achievements related to student success and outcomes.
We will be assessing our Course and Program Student Learning Outcomes in Spring 2018. We will then utilize that data to determine where there are opportunities to improve our courses and programs. We are very pleased to have achieved a WSCH/FTEF ratio of 530 for the 2016-17 school year, which exceeds the "ideal" ratio of 525 stipulated by the California Community College Chancellor's office.

4. Program Improvement:

What areas or activities are you working on this year to improve your program? Please respond to new data as well as feedback from last year's program review.
In Spring 2018, we will be focusing on developing a departmental policy that addresses how many distance education classes, by course, should be included in the Course Schedule each term. Furthermore, this policy will address distance education class guidelines that should be followed in assessing our students' success in achieving their learning outcomes.

5. Unanticipated Factors:

Have there been any unanticipated factors that have affected the progress of your previous plan?
We have three full-time faculty members in the Accounting Discipline. One of our faculty members is currently on a medical accommodation and another is currently on a sabbatical leave. As a result, the progress on our previous plan has been slower than we had anticipated. We are hoping to add additional full-time faculty in the near future to provide us with additional resources to help us strengthen our programs.

6. SLOACs:

Describe your course and program SLO activities this past year. How have you used the results of your assessments to improve your courses and programs? Refer to the SLO/PRP report – https://outcomes.palomar.edu:8443/tracdat/
We will be assessing our Course and Program Student Learning Outcomes in Spring 2018. We will then utilize that data to determine where there are opportunities to improve our courses and programs.

PART 3: PROGRAM GOALS

1. Progress on Previous Year's Goals: Please list discipline goals from the previous year's reviews and provide an update by placing an "X" the appropriate status box .			
Goal	**Completed**	**Ongoing**	**No longer a goal**
Procure funds for QuickBooks Site License		X	
Participate in campus-wide distance education discussions		X	
Student participation in the San Diego County's VITA Program		X	

Hired four part-time faculty members to increase our faculty "pool".			X

2. New Discipline Goals: Please list all discipline goals for this three-year planning cycle (including those continued from previous planning cycle):

Goal #1	
Program or discipline goal	Develop KAT 301 Exam review course (accounting majors transferring to CSUSM must pass this exam to enroll in their upper division accounting courses).
Strategies for implementation	Course to be developed by full-time faculty members and offered at least once a semester.
Timeline for implementation	Spring 2018
Outcome(s) expected (qualitative/quantitative)	We anticipate having the course ready before the end of the Spring 2018 semester, so that students transferring to CSUSM in Fall 2018 can benefit from the course.

Goal #2	
Program or discipline goal	Hire additional full-time faculty.
Strategies for implementation	Request additional full-time faculty through the submission of a Faculty Rationale Form to IPC
Timeline for implementation	Faculty Rationale Form to be submitted in Spring 2018, with any approved faculty to begin Fall 2019. It appears the Faculty Rationale Forms we submitted in Spring 2017 will not result in an approved faculty member for our discipline.
Outcome(s) expected (qualitative/quantitative)	Outcome is uncertain for additional full-time faculty, as many other disciplines will be submitting their own requests and the College has limited resources for full-time faculty hiring.

Goal #3	
Program or discipline goal	Procure funds for QuickBooks Site License
Strategies for implementation	Request funds from IPC
Timeline for implementation	Ongoing, annually
Outcome(s) expected (qualitative/quantitative)	We have received $800 in prior years and expect to receive the same going forward.

Goal #4	
Program or discipline goal	Participation in campus-wide discussions concerning distance education.
Strategies for implementation	Several of our faculty are involved in the College's shared-governance committees (i.e. Faculty Senate, Curriculum, Academic Technology); we plan to take part in the College's online proctoring pilot

	project for our distance education courses.
Timeline for implementation	Ongoing
Outcome(s) expected (qualitative/quantitative)	We will continue to review our programs and courses, including distance education, to ensure we maintain strong pedagogical and student assessment methods.

Goal #5	
Program or discipline goal	Student participation in the San Diego County's VITA Program
Strategies for implementation	Maintain a relationship with the Program's coordinator/ volunteer recruitment specialist and recruit volunteers from our student base.
Timeline for implementation	Ongoing
Outcome(s) expected (qualitative/quantitative)	We expect our students to be interested in this Program, as it provides them with a valuable real-world experience and allows them an opportunity to give back to their community at the same time.

PART 4: FEEDBACK AND FOLLOW-UP

This section is for confirming completion and providing feedback.

Confirmation of Completion by Department Chair	
Department Chair	Jackie Martin, Chair Business
Date	2/8/2018

*Please email your Dean to inform them that the PRP has been completed and is ready for their review

Reviewed by Dean	
Reviewer(s)	Norma Miyamoto
Date	Nov. 22, 2017

1. Strengths and successes of the discipline as evidenced by the data and analysis:

The 2016-17 data shows WSCH per FTEF at 530, compared to 481 in 2015-16; 500 in 2014-15. Census load was 85% in 2016-17, compared to 89% the previous year, and 90% in 2014-15. As stated, I, too, am not clear as to why the WSCH/FTEF has improved and the census load has slightly decreased. Regardless, this discipline is strong; it is the second largest enrolled in the department. It is by far the most efficient of all the disciplines in this department.

Discipline goals are student-centered.

2. Areas of Concern, if any:

With just three faculty in Accounting, it's important that all three are participating in these planning discussions. When the one returns from sabbatical, please meet to review this PRP. The third member should be included in this "conversation" even if that dialogue occurs via email. Work and planning needs to be distributed among the three. Plus, "group think" outcomes usually produce better results in the end.

3. Recommendations for improvement:

As you stated, it will be important to share in the campus-wide conversation about DE learning and outcomes. Thank you for setting this as a goal. Subsequent to this, you then may want to discuss and review current scheduling practices. There needs to be a commitment to student success as well as offering them the learning modality that best fits their needs. Therein is the analysis and discussion that faculty need to have.

*Please email your VP to inform them that the PRP has been completed and is ready for their review

Reviewed by Vice President	
Reviewer(s)	Jack S. Kahn, Ph.D.
Date	1/12/18

1. Strengths and successes of the discipline as evidenced by the data and analysis:

1.   Mission statement is fine but is general and could be refined per Palomar faculty goals etc.
2.   I love the chart to display productivity data- good discussion and I agree a bit of an anomaly- tried thinking of scenarios that might explain –I came up with one idea- a lot to type- let's discuss in person-
3.   This is a great discipline- strong and important contributor to Palomar
4.   Good to hear you will be discussing DE this spring- let's work with the dean on this one- we need to find that balance and work on providing resources and support for student success while addressing student demand in terms of their enrollments
5.   As discussed, I love the exam review idea- please be sure to touch base with Suzanne Sebring and Nicole Ro for ideas on non-credit or not for credit offerings
6.   What is the VITA program? Sounds interesting
7.   Overall well done- just a couple minor things- thanks for all you do

2. Areas of Concern, if any:

a.   Small issue- reiterate success rate in section where you discuss it
b.   While this is just an annual report, indicating some actual data or specificity for SLOs is needed here (i.e. what SLOs etc? How?) – not a lot just a few sentences

3. Recommendations for improvement:

See above