



Annual Update
Approved 9/2/08 Governing Council

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to you Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

Accounting Department, in the Business / Technology Division

2. List the names of everyone who participated in developing this annual update.

Rick Ambrose, Bruce Maule, Rosemary Nurre

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

Key Success:

As stated in our last program review, with the job market still a major issue and the state unemployment rate high our enrollment and load has continued to remain strong as we have exceeded the averages for both Business/Technology Division and College Wide for academic year 2008-09. Our load of 876 for 2008-09 exceeded our projected load of 792 and actual load in 2007-08 of 772.

We continue/able to offer our courses to meet our goals and objectives that coincide with the Board's core mission of transfer and CTE, in addition to our courses for the education requirements for the CPA exam, professional education to help advance accounting and tax professionals, and continuing professional education for CPAs, Enrolled Agents and CTEC tax preparers.

Our accounting lab has continued to be staffed by qualified student aids that help our students which are reflected in our retention rate and success rate of 79% and 70% respectively equal to 2008-09.

Challenges:

Given the budget crisis within the state of California and its direct impact on our budget as well as high unemployment, it will be a challenge to keep up with the demand for our courses without the ability to add new faculty member.

Funding for a qualified student aid in our accounting lab will be an issue due to budget cuts. If we are not able to keep a qualified student aid and given large classes this will have a direct impact on our future retention and success rates.

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

Yes, we are.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

We are evaluating the feasibility of adding additional online classes. We continually review and monitor our tax and CPA Exam preparation courses to ensure we are meeting state requirements and the needs of our students.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

Due to severe budget cuts we may be forced to cancel high demand classes. If we are forced to cancel any classes we will do a thorough evaluation to ensure the fewest students are impacted.

7. Student Learning Outcome and Assessment focus for this year:

- a. Academic areas: Identify at least one course SLO on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

Report: Assessment of Student Learning Objectives
Program: Accounting Department, College of San Mateo
Semester: Fall 2009

Summary of results

Course	Post-Test	Pre-Test	Change
ACTG 100	45%	15%	30%
ACTG 121	52%	20%	32%
ACTG 131	48%	28%	20%
ACTG 144	63%	33%	30%
ACTG 145	36%	14%	22%
ACTG 161	50%	26%	24%
ACTG 165	53%	38%	15%
ACTG 171	74%	48%	26%
ACTG 172	76%	21%	55%

Department average	55%	27%	28%
<p>The Accounting department measures student learning by requiring students to complete a Pre-Test and a Post-Test in each course. Using WebAccess, students answer the same set of multiple-choice questions at the beginning and end of the semester. Each question is derived from a student learning objective. The results of the SLO Pre-Tests and Post-Tests are summarized above.</p> <p>These tests measure the level of knowledge of the entire class at the beginning and end of the semester. For each course the faculty compare the Pre-Test and Post-Test scores for each individual question and modify the curriculum to improve student learning in the future.</p> <p>Conclusion: Based upon the Pre-Test and Post-Test scores presented above, students in each accounting course demonstrated a substantial increase in knowledge. The detailed documentation of our SLO assessment for each accounting course is attached as an Excel file.</p>			

b. Student services areas: TBD

Not applicable.

8. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS (*Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports*)

- a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.
- *Note:* Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None	N/A	N/A

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None	N/A	N/A

- b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for

instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None	N/A	N/A

* Status = New, Upgrade, Replacement, Maintenance or Repair.

Primary faculty contact

Date

Additional faculty

Date

Additional faculty

Date