



**Annual Update
Program Review**
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?

Business and Management Department
Business and Technology Division

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

Cynthia Erickson, Janice Willis

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.

The department has experienced an 80% turn over in faculty in the last two years. The department is now 100% adjuncts drawn from industry who have been here (on average) for two - three semesters. In the process of this transition, the faculty is undertaking the rewriting of the curriculum to bring it up-to-date and establish agreed upon SLOs for each course. The intention is to have all courses updated by the end of June 2012.

In addition faculty has decided to develop a new concentration for this department. They are working to establish an Entrepreneurship Program within the department and add appropriate curriculum and outside partnerships to support this endeavor.

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.

The turnover in the department created a need to move off the prior goals and to focus on updating curriculum. The new goals are centered on finishing the updating and development of a new concentration.

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.)

1. Establish a new concentration in Entrepreneurship
2. Finish updating all Management and Business Administration curriculum.
3. Build an Entrepreneurship Center in conjunction with the SBDC and The Edge (San Mateo Chamber of Commerce)

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

The current lack of funding from the state may impede our ability to launch the Entrepreneurship Program. We will need to add courses to the department curriculum but we have been in a course reduction mode for several years. We will also need funds for outreach and promotion of the new curriculum which may be difficult to identify. The Entrepreneurship Center opportunity needs time and support that cannot be currently identified. These resource issues could delay our achievement of our goals.

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

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

The current course outline is not current and the department faculty has undertaken this issue for updating. This objective will be established by June 30, 2012.

- b. Student services areas: TBD

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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. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Although a full time faculty member is a desirable addition to the Business Administration/Management program, until the department decides on where the emphasis will be placed it would be difficult to identify the best type of candidate. | Administrative responsibilities would be met in a more timely and organized manner. The department would also have smoother coordination and operations. | The SLO development is already underway and will be in place by the end of June so this is not directly dependent upon hiring. The instructors are all committed to assessing the SLOs starting in Fall 2012. |

| 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. |
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| Staff support – a part-time person to assist in building the Entrepreneurship Center as an extension of the anticipated Entrepreneurship Program. | <ol style="list-style-type: none"> 1. The Entrepreneurship Program would be developed in a more timely manner with research and outreach support. 2. Grants could be investigated for financial support of the Entrepreneurship Program and Center | The Entrepreneurship concentration is in development. Once curriculum is in place, SLOs will be assessed. |

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 |
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| | | department action steps based on SLO assessment. |
| Item: Number: Input text here. Vendor: Input text here. Unit price: Input text here. Total Cost: Input text here. Status*: Input text here. | Input text here. | Input text here. |

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

Primary faculty contact Date

Additional faculty Date

Additional faculty Date