

MISSION: Does program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

a) List Real Estate and Office Technology classes under the umbrella of Business in the college catalogue with appropriate cross-referencing.					Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other	
This has been done, and we will seek to insure that the practice continues.		Dean	C							
This Worksheet covers the 2008-2009 academic year.										
b) Integrate technology into current business curriculum (i.e. management, marketing, business law, business communications)					Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other	
Currently being done, and will continue as new technologies are developed.	On-going	Faculty	C							

MISSION: Does program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

c) Continue to review and enhance the business major for an AS degree.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Degree exists.		Dean and faculty	C						
d) Develop an E-commerce class within the business department				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Will pursue when enrollment/student demand justify offering such a class.			P						

MISSION: Does program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

e) Develop additional Distance Education courses				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
DE class development has been ongoing. In '06/07 – BUS 146; in '07/08 – BUS 172; in '08/09 – BUS 152. Other DE courses include BUS 130, 160, 175 and 185.		Faculty	C						

f) ... new recommendation:				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

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NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

a) Continue articulation with four-year colleges and universities for transfer credit for our courses and to assist us in determining need for curricula changes				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
		Faculty and dean	C						

b) Continue to articulate with local high schools.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty and dean participate in outreach to high school students, including campus-wide open house, having high school students in some classes, support of the Disney project, etc.		Faculty and dean	C						

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

c) Add two additional full-time faculty members to replace faculty loss through attrition and to meet state requirements relative to full time/part time ratio.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Recent hires include Professors Durfield, Ghidella and Grossman. No need presently exists for additional full-time business faculty hires.			C						

d) Continue offerings in the evenings and on line.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We currently offer evening and DE classes.		Faculty and dean	C						

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

e) Increase utilization of technology in Business Program courses.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We are using smart stations in all business classrooms.		Faculty	C						
Most faculty give assignments that require the use of technology by the students.									
Most faculty schedule Library orientation class visits where students are introduced to using computers to assist with research.									
f) Require a student project incorporating use of technology and the Internet. Encourage student projects that incorporate the				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Being done, though it obviously varies by course and instructor.		Faculty	C						

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NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

g) ...new recommendation:	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

h) ...new recommendation:	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

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QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

a) All syllabi should include: clear grading standards, attendance and make up policy, office hours, homework policy, and a general DSPS statement.	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
This is being done consistently.			C						

b) Faculty should review course for sensitivity to cultural differences and ethics in the context of business.	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing.		Faculty	C						

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QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

c) Conduct meetings with all business faculty members to ensure compliance with recommendations and commendations in the Business Program Review at least once per year.	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Just starting to do this. It will obviously be an ongoing practice.		Faculty and dean	C						

d) Conduct meetings with all full-time Business Department faculty members at least once per semester to enhance overall communication within the Business Department.	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Monthly department meetings.		Faculty and dean	C						

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e) ...new recommendation:				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

f) ...new recommendation:				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

FEASIBILITY: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

a) Continue to integrate technology within the curriculum and incorporate business decision-making activities through computer technology.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
As stated earlier, this is being done.			C						
b) Courses and/or programs in the area of E-Commerce should be considered for inclusion in the Business program				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
See earlier comments on this topic.			P						

FEASIBILITY: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

c) ...new recommendation:	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

d) ...new recommendation:	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

COMPLIANCE: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

a) none				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
b) ...new recommendation:				Impact					

Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other