**ANNUAL DEGREE PROGRAM ASSESSMENT** **REPORT**

# Overview

The emphasis of the report should be on PLO and CASLO assessment, action items emerging from those assessments, and a table listing the top three budget requests from each degree program.  Bullet points are certainly acceptable for the sections requiring written responses

**Please hold off uploading your report to the ARPD system website until we get further instructions from the system office (ignore the upload roman numerals listed)**

# 2017-18 Program Review preparation guidelines

Program Name: Business Technology

**SELECT THE DESCRIPTION TAB AND THEN EDIT:**

1. Provide a description of your program

The Business Technology career ladder is competency based and focuses on the skills, knowledge, and attitudes needed to prepare for office positions in government or industry.  The curriculum includes specialties, as well as general offerings, to broaden students’ background and to enhance employment and promotion possibilities.

**SELECT THE ANALYSIS TAB AND THEN EDIT**

1. Briefly respond for each cautionary and/or unhealthy Quantitative Indicator (**Part II-Analysis of the Program**): **Please hold off discussing the health call elements until we get further instructions from the system office.**
   1. Demand Indicator:

* 1. Effectiveness Indicator:
  2. Efficiency Indicator: Effectiveness Indicator: The fill rate for the Business Technology courses are low because they are held in 21 – 24 seat computer classrooms. The drop in enrollment has also contributed to number of students enrolled in the larger classrooms. Required classes were also not cancelled to allow students to be able to graduate.

The student/faculty ratio is also low due to having only one FTE BOR appointed faculty to 64 majors in the program.

1. If relevant, share a brief analysis for any Perkins Core Indicator not met (**Part II-Analysis of the Program)**: **Please hold off discussing the Perkins indicators until we get further instructions from the system office.**
2. Analysis of the Program (**Part II-Analysis of the Program)**
3. Briefly discuss any new significant program actions (new certificates, stop out, gain or loss of positions) as results of last year’s action plan (**Part II-Analysis of the Program)**.
4. Describe results from previous assessment goal and/or action implementation (**Part II-Analysis of the Program)**
   1. PLO
   2. CASLO
5. Describe Goals and/or actions from previous assessment results (**Part III-Action Plan):**

Although we were not successful in creating a medical coding certificate. Leeward Community College (LCC) was able to get their Health Information Technology (HIT) program accredited by the Commission on Accreditation for Health Informatics and Information Management Education. We will be exploring an articulation agreement with LCC for our students to be able get a HIT CO.

1. Provide a table listing the top three budget requests from each degree program (**Part IV-Resource Implications)**.

**SELECT THE P-SLOs TAB and then EDIT**

1. PLO selected for this academic year (click on the PLO assessed – it will turn green).
2. **Evidence of Industry Validation** (check all that apply):

Advisory Committee Meeting(s) \_x\_, How many? \_1\_

Did Advisory Committee discuss CASLO/PLO? Yes\_x\_ No\_\_

Coop Ed Placements \_9\_ Fund raising activities/events \_\_ Service Learning \_15\_

Provide program services that support campus and/or community

Outreach to public schools \_\_

Partner with other colleges, states and/or countries \_x\_

Partner with businesses and organizations \_x\_

Other\_\_ Describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Expected level of Achievement**:

For the PLO assessed, \_\_ % of students completing the assignment/course expected to meet expectations for the assignment/course.

1. **Courses (or assignments) Assessed**:
2. **Assessment strategy/Instrument/Evidence** (check all that apply):

Work Sample\_\_ Portfolio\_\_ Project \_\_ Exam \_\_ Writing Sample \_\_

Other\_\_ Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Results of program assessment**:
   1. The following were present at the PLO assessment:
   2. Strengths and weaknesses (best practices and educational gaps) found from PLO assessment analysis .
2. **Other comments:**

Describe CASLO assessment findings and resulting action plans. Go to Laulima *UHMC CASLO Assessment* for your program’s “Assessment results” and summarize below.

|  |  |
| --- | --- |
| CASLO assessment findings | Action plan to address findings |
| BUSN 232 was used to assess Creativity. The course is an advanced Excel course which students are required to create a project using the skills learned in the course. The group suggested to include instructions that would prompt the students to be more creative. They also suggested to review how Excel can be used for varied projects, if it was not already included in the lesson plans. Sample projects could also help students with the creative process in their project.  If students struggle with creativity in the course, it was suggested to focus on the creative process, such as exploring the key elements of creativity. | The instructor who previously taught the course retired. I invited the instructor, who is currently teaching the course, to be a part of the CASLO meeting. He is implementing some of the suggestions made into his course. |
|  |  |

1. **Next steps:**

For program learning outcomes (check all that apply):

Assess the next PLO\_\_\_ Review PLOs\_\_x\_ Adjust assignment used for PLO\_\_\_

Adjust course used for PLO\_\_\_ Meet with Advisory Committee\_\_x\_\_

Other\_\_\_ Please explain:

1. Please list any professional development needs you may have for your program.