GLENDALE
COMMUNITY
COLLEGE

Annual Program Review   2011-2012 – INSTRUCTIONAL

Division - Program

BUSINESS
Accounting

Authorization

After the document is complete, it must be reviewed and <u>submitted to the Program Review Committee by the Division Chair</u>.

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Overview of the Program

All degrees and certificates are considered programs. In addition, divisions may further delineate and define programs based on their assessment needs (developmental sequences, career track, etc).

Statement of Purpose – briefly describe in 1-3 sentences.

Provide rigorous accounting programs for career and technical education and transfer in the modern work place.

Please list the **most significant achievement** accomplished since your last program review.

CSUN has stated that our accounting students are better prepared for university level accounting class than any other community college. CSUN even states that our students are better prepared than their own students.
GCC accounting program is considered very strong by colleges and university around the country. Our program has been used as a goal for other community colleges to achieve.

List the current major strengths of your program
1. Wide variety of courses that allow the student to achieve different levels of study.
2. Accounting department has a tax program that accommodates students at the Certificate level, the enrolled agent level and the CPA program
3. Transfer program to all the local universities

List the current weaknesses of your program
1. There is not enough accounting full time faculty to keep the program at the same level it has been in the past
2. Need classrooms that are designed for accounting classes. AD252 and SR114 are the only classrooms that are consistently for Accounting.
3. Need a full time accounting tutoring program in the learning center.

1.0. Trend Analysis

For each program within the division, use the data provided to indicate trends (e.g., steady, increasing, decreasing, etc.) for each of the following measures.

Program	Academic Year	FTES Trend	FTEF Trend	WSCH / FTEF Trend	Full-Time % Trend	Fill Rate Trend	Success Rate Trend	Awards Trend
Accounting	2007-2008	345	18.3	602	46.2%	78.6%	70.0%	79%
	2008-2009	345	16.7	657	46.9%	85.7%	74.3%	62
	2009-2010	367	17.5	668	42.4%	91.9%	69.5%	71
	2010-2011	331	18.2	578	38.9%	95.8%	72.0%	50
	% Change	-4.2%	-0.2%	-4.0%	-15.7%	+21.9%	+3.0%	-36.7%
	4-Yr. Trend	stable	stable	stable	decreasing	increasing	stable	decreasing
Business Division TOTAL	2007-2008	1,214	78.6	491	40.8%	66.4%	71.6%	275
	2008-2009	1,218	75.1	516	38.7%	73.7%	72.4%	258
	2009-2010	1,324	77.7	542	33.1%	79.6%	72.9%	227
	2010-2011	1,430	84.3	540	33.0%	90.4%	71.6%	194
	% Change	+17.8%	+7.3%	+9.8%	-19.2%	+36.1%	+0.0%	-29.5%
	4-Yr. Trend	increasing	stable	stable	decreasing	increasing	stable	decreasing

1.1. Describe how these trends have affected student achievement and student learning:

Our FTES, FTEF, WSCH numbers are stable, our Fulltime % trend has decreased yet our Fill rate has increase. The students do not have enough fulltime faculty to go to for advisement and counseling. They can rarely find their accounting teacher because most are taught by adjunct faculty that are not on campus regularly. The classes needed for our accounting certificates cannot be offered due to lack of faculty and rooms.

1.2. Is there other relevant quantitative/qualitative information that affects the evaluation of your program?

Yes, we have only 3 full time accounting faculty and one faculty member is very engaged in administrative work that will be increasing in the near future. This leaves only two full time faculty to handle this very successful program. Another accounting faculty is on track to retire in 5 years. Lack of full time faculty will reduce the success of this program. It has been difficult to run the accounting program with the majority of the work falling on one individual.

2.0. Student Learning and Curriculum

Provide the following information on each department and program within the division.

List each Department within the Division as well each degree, certificate, or other program* within the Department	Active Courses with Identified SLOs		Active Courses Assessed		Course Sections Assessed		If this area has program outcomes have they been assessed? Yes or No
	n/n	%	n/n	%	n/n	%	
Accounting	23	100	4	6%	4	6%	No

2.1. Please comment on the percentages above.

The lack of participation from faculty has made it difficult to complete the constant administrative reports that are required.

2.2. a) Please provide a *link** to all program <u>assessment timelines</u> here. This link could be to your division /department website, eLumen, etc.
b) Briefly summarize any pedagogical or curricular elements of courses/programs that have been changed or will be changed as a result of developing assessment timelines and course/program alignment matrixes.
c) Based on the program assessment timelines you have developed and the evidence you have gathered, please comment briefly on how far along your division/program is in the assessment process.

Insufficient faculty to complete the assessment requirements.

2.3 a) Please provide a *link* to any program and/or relevant course <u>assessment reports</u>. Does the evidence from assessment reports show that students are achieving the desired learning outcomes?
b) Please briefly summarize any pedagogical or curricular elements of courses and/or programs that have been changed or will be changed as a result of the assessments conducted.

Insufficient faculty to complete the assessment requirements.

2.4 Please list all courses which have been reviewed in the last academic year.
Note: Curriculum Review is required by the Chancellors Office every 6 years.

Acct 101	Financial Accounting
Acct 102	Managerial Accounting
Actg 105/6	Intro Acctg I and II
Acctg 110	Basic Accounting I
Actg 120	Computerized Acctg
Actg 121	Adv Comp Acctg
Actg 130	Payroll Acctg
Actg 150	Principles of Income Taxation
Actg 155	VITA Lecture
Actg 160	Advanced Income Taxation
Actg 156	VITA Lab
Actg 157	VITA Leadership
Actg 165	Tax Research and Planning
Actg 170	California Business Taxes
Actg 175	Estate, Gifts and Trusts Taxation
Actg 180	Financial Analysis and Communications
Actg 201/2	Intermediate Actg
Actg 210	Advanced Acctg
Actg 220	Cost Acctg
Actg 225	Auditing
Actg 230	Accounting Information Systems
Actg 235	Fraud Examination
All these courses were reviewed when SLOs were added to the course outlines.	

2.5   Please list all degree/certificate programs within the division that were reviewed in the last
      academic year.

All 4 accounting certificates were reviewed. Accounting Certificate, and Bookkeeping Certificate were reviewed and found to be acceptable.

2.6   For each program that was reviewed, please list any changes that were made.

Tax Preparer Certificate must be changed due to the removal of some tax classes. Computerized Accounting certificate was reviewed and found that with a few changes students can receive Quickbooks certification at the various levels.

3.0. Reflection and Action Plans

3.1   What recent activities, dialogues, discussions, etc. have occurred to promote student learning
      or improved program/division processes?

Financial Accounting (101) teachers met this summer and agreed on the topics to be covered in the 101 course and that all teachers must provide an annual report project. The Managerial Acctg (102) teachers also had a summer meeting where they agreed on the topics to be covered and a managerial project needed to be assigned.

3.2   Using the weaknesses, trends and assessment outcomes listed on the previous pages as a basis for
your comments, please briefly describe your plans and/or modifications for program/division improvements

Plans or Modifications	Anticipated Improvements
Include Quickbooks certification with the Computerized Acctg certificate	Allow students to study and test for any level of Quickbooks certification.
Include Enrolled Agent study in the tax program	Enrolled Agent allows the students to charge for preparing taxes and is sought after by CPA firms.

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2011 PROGRAM REVIEW

BUSINESS *Accounting* *Software Upgrade*	**I:BUS.ACC-1**

Section 4
Resource Request

Type of Request: ___ Facilities/Maintenance   ___ Classroom Upgrades   ___ New space
___ Instructional Equip.   ___ Non-Instructional Equip   ___ Conference/Travel   ___   Training
___ Computer/Hdware   __x_ Software/Licenses   ___   Supplies   ___   Other

Mandatory: Is this request for one-time funding? ___   OR Does this request require ongoing funding?_x__

If this is a repeat request, please list the Resource ID code or year requested: _____

Mark if the following apply to this request: ___ Health & Safety Issue   ___ Legal Mandate
                                                ___ Accreditation Requirement   ___ Contractual Requirement

4.1. Clearly describe the resource request.

Quickbooks Pro, an accounting program used by most small businesses, has a yearly update requirement. This update is required by the Payroll Accounting class. The Quickbooks program is used by both Accounting 120 (Computerized Acctg) and Accounting130(Payroll Accounting). In order to upgrade the program to include Quickbooks certification education we need to purchase yearly the most current version and highest edition available. This purchase should be done at the beginning of each calendar year to be compatible with the needs of the Payroll Accounting class. Amount requested $ ___3,000_____

4.2. Justification and Rationale: What planning goal, core competency or course/program SLO does this request address? Use data from your report to support your request.

To increase the number of certificates completed, which has declined, we need to have the most updated version of the Quickbooks program. In the future we are hoping to add another certificate as Quickbooks certification.

4.3. What measurable outcome will result from filling this resource request?

Our measurable outcomes would be the increase in Certificates being received by the students. We need to track the jobs the students are receiving from our education.

APPROVALS

AGENCY	**DECISION**				
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be:	Well supported				
	Adequately supported				
	Not supported				
	Reason:	Sect.1: Data	Sect.2: SLOs	Sect.3: Plans	Other:
Standing Committee Review of Resource Request **Committee: Academic Affairs**			Prioritization Score		

2011 PROGRAM REVIEW

| **BUSINESS** *Accounting Classroom Modification* | **I:BUS.Acc-2** |

Section 4
Resource Request

Type of Request: __x_ Facilities/Maintenance   ___ Classroom Upgrades   ___ New space
___ Instructional Equip.   ___ Non-Instructional Equip   ___ Conference/Travel   ___ Training
___ Computer/Hdware   ___ Software/Licenses   ___ Supplies   ___ Other

Mandatory: Is this request for one-time funding? _x__ OR Does this request require ongoing funding?___

If this is a repeat request, please list the Resource ID code or year requested: __2010_____

Mark if the following apply to this request: _x__ Health & Safety Issue   ___ Legal Mandate
                                             ___ Accreditation Requirement   ___ Contractual Requirement

4.1. Clearly describe the resource request.

A request is made for a sound proof folding wall between SR113 and SR114. These two rooms were built as one large room then subdivided when the typing classroom moved to the computer centers. The wall is not a supporting wall and could easily be removed and replaced with a sound proof folding wall. This would be utilized during the Winter and Summer inter-sessions when there are fewer classes and more students. The SR113 chalk board on the wall next to the hallway needs to be replaced with a white board. This folding curtain would also aid in cleaning the two room and moving the chairs and tables back and forth.

Amount requested $ ___10,000_____

4.2. Justification and Rationale: What planning goal, core competency or course/program SLO does this request address? Use data from your report to support your request.

Allowing a larger room for SR114 would increase the number of students served during the intersessions. By serving more students we will get more certificates awarded.

4.3. What measurable outcome will result from filling this resource request?

Our measurable outcomes would be the increase in the number of students being served during the intersessions, thus getting more students transferred to universities. The increase in the number of students receiving certificates will also be an indicator that the resources provided was successful.

APPROVALS

AGENCY	DECISION					
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be:	Well supported					
	Adequately supported					
	Not supported					
	Reason:	Sect.1: Data		Sect.2: SLOs	Sect.3: Plans	Other:
Standing Committee Review of Resource Request **Committee: Academic Affairs**				Prioritization Score		

2011 PROGRAM REVIEW

BUSINESS	
FT Accounting Instructor	**I:BUS.Acc-3**

Section 4
IHAC Request

If this is a repeat request, please list the Resource ID code or year requested: __2008-2010_____

4.1 The Office of Instruction will provide data on instructional hires during the past five years, including the full-time percentage of each new hire.

a) Number of full-time faculty currently assigned to the Program	3
b) Number of full-time faculty assigned to the Program in 2005	5
c) Does this position cover classes currently taught by adjuncts? Yes or No	yes
d) Does this position contribute to program expansion Yes or No	No

4.2 CPF Index (Committees Per Full-time Faculty)

1. Total number of full-time faculty members in this department/program.	3
2. Total number of committees in which all FT faculty members in this area participate (Governance and other campus related committees & participation).	3
3. CPF INDEX (Total of # 2 divided by #1)	1

4.3 Status of Released Time Faculty

Faculty Name	Release Time Position	% RT	Term of Assignment
Mike Scott	Senate President	60%	indefinite

4.4 How does this assignment relate to the college's Mission Statement?

Adjunct faculty is not aware of all the transferability issues that are a problem for students.

4.5 How does this position relate to the objectives and functions of the college?
   a) Associate Degree
   b) Transfer to a four-year institution
   c) Career and Technical Education
   d) Basic Skills development
   e) Noncredit Adult Education
   f) Personal enrichment

All a-f objectives are met by Accounting 101 and 102.   Our students have goals that start with just a personal enrichment and become a transfer, associate and career education goals.

4.6   Describe how this position enhances student success. Ex: enhances instructional skills, meets community or industry needs. Contributes to state of the art technical education, etc. What measureable outcome will result from filling this request?

Full time faculty can be available for the students if they have questions about the field of accounting and the potential jobs available. Counseling does not always have the answers.

4.7   Are there anticipated negative impacts for not hiring this position? If so describe.

Our premier accounting program will continue to reduce its impact on the business program at the college. It cannot sustain the current level with the minimum full time faculty. A program like this cannot be maintained by one full time faculty and a large amount of Adjunct faculty. The individual that carries the load needs help or the program will decline as has already happened

4.8   Are there any other special concerns not previously identified? If so, please explain.

This faculty member should be a dedicated accounting faculty. Too often a full time faculty will be hired in another business department with the understanding the faculty will teach one accounting class. This will not help the current lack of support required by the accounting program.

APPROVALS

AGENCY	*DECISION*					
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be:	Well supported					
	Adequately supported					
	Not supported					
	Reason:	Sect.1: Data		Sect.2: SLOs		Sect.3: Plans		Other:	
Standing Committee Review of Resource Request **Committee: Academic Affairs**				Prioritization Score		