GLENDALE COMMUNITY COLLEGE

Annual Program Review   2012-2013 – INSTRUCTIONAL REPORT

Division - Program

ACCOUNTING

Authorization

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

Author: Julie Gentile   Division Chair: Rory Schlueter

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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	2008-2009	345	17	657	46.9%	85.7%	74.3%	62
	2009-2010	367	17	668	42.4%	91.9%	69.5%	71
	2010-2011	331	18	578	38.9%	95.8%	72.0%	50
	2011-2012	335	18	591	32.5%	100.6%	70.8%	88
	% Change	-2.8%	+8.2%	-10.1%	-14.4%	+14.9%	-3.5%	+41.9%
	Four-Year Trend	stable	stable	decreasing	decreasing	increasing	stable	increasing

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

It was found that ACCT 130-Payroll Accounting and ACCT 120- Computerized Accounting was the bottleneck to receive the Accounting certificate. We added one more class in each on Saturday which has always filled. We also offered a tax class that was not offered for several semesters, thus, allowing more students to complete the tax preparer certificate. We did all this without additional full time faculty and making better use of existing adjunct faculty. All Accounting faculty have been very understanding of the students need to register for classes. All faculty have allowed students to registered beyond the standard number understanding the some will drop.

1.2   Please explain any other relevant quantitative/qualitative information that affects the evaluation of your program?

The Accounting Program has produced stable if not increasing result with no additional faculty for the last 7 years.

2.0. Student Learning and Curriculum

Course Level

Year	SLOAC Course Count	% of Courses with SLOs Defined	% of Courses Assessed
2010-2011	18	88.9%	11.1%
2011-2012	17	100.0%	11.8%
% Change		+11.1%	+0.7%
Four-Year Trend		increasing	stable

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

List each program	Active Courses with Identified SLOs		Active Courses Assessed		Course Sections Assessed	
	N / N	%	N / N	%	N / N	%
Accounting	23/23	100	1/23	4	11/11	100

2.1   Please comment on the percentages above.

Now that there is a common method to report the SLOs assessed, the Accounting department will be assessing a new course each semester.

2.2   Using the results from your division/departments recent assessment reports, please summarize any pedagogical or curricular changes that have been made as a result of your course assessments.

The accounting department has added sections to the schedule to allow the students to complete the required courses for certificates.

2.3   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.

Accounting 101

Degree, Certificate, Program Level

List each degree and certificate, or other program* within the division	AA/AS Degree PLO Identified		AA/AS Degree Assessment Cycles Completed		Certificate PLO Identified		Certificate Assessment Cycles Completed	
	YES	NO	YES	NO	YES	NO	YES	NO
Accounting AS	X		X		X			X
Accounting Certificate	X		X		X			X
Bookkeeping	X		X		X			X
Bookkeeping	X		X		X			X

2.4   Please comment on the percentages above.

Now that there is a common method to report the PLOs assessed, the Accounting department will be assessing a new each objective semester.

2.5   Using the results from your division/departments recent assessment reports, please summarize any changes that have been made as a result of your program level assessments. Your summary should include a summation of the results of all degrees, certificates, and other programs which were recently assessed.

No assets or funding was provided to the accounting department so no changes could be made.

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

All programs and certificates were reviewed during the SLO and PLO process.

2.7   What recent activities, dialogues, discussions, etc. have occurred to promote student learning or improved program/division processes in the last year?

Mark an "X" in front of all that apply.

X	Curricular development/revisions of courses
X	Curricular development/revision of programs
	Increased improved SLO/PLOs in a number of courses and programs
	Other dialog focused on improvements in student learning
	Documented improvements in student earning
	Increased/improved SLO/PLOs in a number of courses and programs
X	New degree or certificate development
	Best Practices Workshops
X	Conference Attendance geared towards maintaining or improving student success
X	Division Retreat in 2011-2012
	Division or department attendance at Staff Development activity geared towards maintaining or improving student learning
	Division Meeting Minutes
	Reorganization

Please comment on the activities, dialogues, and discussions above

Several faculty have attended conferences on student learning outcomes and teaching tax law.

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3.0   Reflection and Action Plans

3.1   Based on your data and analysis presented above, as well as on issues or items that you were unable to discuss above, comment on the Strengths and Weaknesses of the Program

Strengths
   List the current 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

3.2   Weaknesses
   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.

3.3   Using the weaknesses, trends and assessment outcomes as a basis for your comments, please briefly describe any future plans and/or modifications for program/division improvements. Any plans for reorganization should also be included, along with a resource request if applicable.

Plans or Modifications	Anticipated Changes/ Improvements	Link to EMP, Plans, SLOs, PLOs, ILOs
Add Quick Books certification to Computerized Accounting	New textbook that will include this feature in the class.	Acctg certificate program
Add Enrolled Certificate Preparation	Get Students excited to become Enrolled Agent Click here to enter text.	Tax Preparer certificate

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2012 PROGRAM REVIEW

Section 4
Resource Request

| BUSINESS - ACCOUNTING

IRS Tax Seminars	**I:ACC-1**

Mark Type of Request:

	Facilities/Maintenance		Computer Hardware for Student Use
	Classroom Upgrade		Computer hardware or Faculty Use
	Instructional equipment		Software/Licenses/Maintenance/Agreements
	Non-Instructional Equipment	x	Conference/Travel
	Supplies		Other

4.1   Clearly describe the resource request.

 IRS Tax Seminar for 3 tax faculty, 3 Accounting conferences for faculty—all in California

Amount requested: $7,000

Breakdown of cost, if applicable: Conference: $1,000; Hotel: $4000 Airfare: $2,000

4.2   Funding

X	Requires One Time Funding
	Requires Ongoing Funding
	Repeat Request
	Year(s) Requested

4.3   Please check if any off the following special criteria apply to this request:

	Health & Safety Issue
	Accreditation Requirement
	Contractual Requirement
X	Legal Mandate

Please explain how/why this request meets any of the above criteria.

The faculty need to keep up certification to be able to teach CPA classes.

4.4   Justification and Rationale: What EMP Goal, plan, SLO, PLO, or ILO does this request address?
Please use information from your report to support your request.

Keeping the faculty up to date on the current requirements of both CPA, Enrolled Agent and Quickbooks certification enables more students to achieve their certificates.

4.5   What measurable outcome will result from filling this resource request?

There should be an increase in the number of certificates achieved each year.

APPROVAL

AGENCY	DECISION	
The Program Review Committee has reviewed the information in this request and finds it to be:	COMPLIANT	
	NON COMPLIANT OR INCOMPLETE	**X**
	a) Request not adequately described or incomplete	
	b) Request not linked to assessments or assessments not completed	**x**
	c) Request not linked to EMP, plan or SLO,PLO or ILO	**x**
	d) Report Incomplete	
PRC Comments	Not linked to assessments or plans.	

Form Revised 9.19.12
Reports determined to be "Non-Compliant" will be returned to the division member responsible. Reports must be resubmitted with needed changes to the Program Review Office. Requests will not move forward in the budget process if the report or request is Non-Compliant.