**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 Administration

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

1. Provide a description of your program

The Business Administration program offers various levels of educational opportunity: • Certificates designed for students and community members who wish to acquire or upgrade their skills and knowledge. • One-year Certificate of Achievement that provides essential skills and knowledge in business, communication, writing, and mathematics. • Two-year Associate in Applied Science that serves as preparation in the areas of business management, marketing, and sales. • Transferable courses for four-year business programs at UH Maui College, UH Mānoa, UH West Oahu, and other institutions.

**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: Healthy

* 1. Effectiveness Indicator: Cautionary In 2 years, the successful completion rate has increased from 71% to 84%, while the number of withdrawals decreased dramatically from 69 to 4. Despite this, persistence rates have only increased modestly (60% to 68% for fall to spring and 40% to 45% for fall to fall) and the number of degrees awarded has stayed flat (moving from 14 to 15). However, 2017-18 was the first year that the new program name and fully updated curriculum was in effect, so we should see improved effectiveness data in 2018-19.
  2. Efficiency Indicator: Cautionary As overall enrollments have fallen, this has led to a slight decline in average class size (down to 21 from last year’s 23) and fill rate (down from 87.4% to 81.5%. While the report notes that Business Administration had 2 full-time faculty during this period, both faculty members taught extensively in the ABIT and Accounting programs, thus limiting the exposure of program students to full-time faculty. Additionally, one of the full-time faculty members moved to the Accounting program in August 2018 and that position has been put on hold for the foreseeable future. The program will continue to focus on ensuring that we run the correct number of classes and staffing them with the current full-time faculty member and seasoned lecturers.

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.**  n/a
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)**. The Business Administration program had 2 full-time faculty during this period, although both faculty members taught extensively in the ABIT and Accounting programs, thus limiting the exposure of program students to full-time faculty. Additionally, one of the full-time faculty members moved to the Accounting program in August 2018 and that position has been put on hold for the foreseeable future. This represents a significant threat to the continued success of the program, which is the largest non-Liberal Arts program at UHMC.

The program has responded to student demand by increasing the number of Distance offerings from 4 in 16-17 to 10 in 17-18 and will continue to expand in this area, with an ultimate eye toward a completely online degree completion option by 2019.

1. Describe results from previous assessment goal and/or action implementation (**Part II-Analysis of the Program)**
   1. PLO- New PLOs were approved in fall 2017 and implemented in fall 2018 after an extensive review of the program. The former PLOs were determined to be outdated and vague.
   2. CASLO- The CASLO grid was reviewed and updated for most BUSAd classes.
2. Describe Goals and/or actions from previous assessment results (**Part III-Action Plan):**

New PLOs were approved and implemented in fall 2018.

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

|  |
| --- |
| Fill the vacant full-time instructor position. |
| Obtain new program recruitment collateral (none exists since the change to Business Administration). |
| Update the UHMC web site and social media to reflect the program changes. |

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

1. PLO selected for this academic year (click on the PLO assessed – it will turn green).

PLO 2: Demonstrate knowledge of the primary functions of management (planning, organizing, staffing, leading, and controlling) and their application to decision-making.

1. **Evidence of Industry Validation** (check all that apply):

Advisory Committee Meeting(s) yes , How many? 2

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

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

Provide program services that support campus and/or community

Outreach to public schools \_X\_

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

Partner with businesses and organizations \_\_

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

1. **Expected level of Achievement**:

For the PLO assessed, \_75\_ % of students completing the assignment/course expected to meet expectations for the assignment/course.

1. **Courses (or assignments) Assessed**: MGT 120
2. **Assessment strategy/Instrument/Evidence** (check all that apply):

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

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

1. **Results of program assessment**:
   1. The following were present at the PLO assessment: PLOs were implemented in fall 2018, with assessment to begin in 2019
   2. Strengths and weaknesses (best practices and educational gaps) found from PLO assessment analysis . PLOs were implemented in fall 2018, with assessment to begin in 2019
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.

MKT 120 was chosen as part of the review of the Creativity CASLO. That assessment is still in progress due to unavailability of the lecturer who taught the class.

|  |  |
| --- | --- |
| CASLO assessment findings | Action plan to address findings |
| TBD | TBD |
| TBD | TBD |

1. **Next steps:**

For program learning outcomes (check all that apply):

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

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

Other\_\_\_ Please explain:

1. Please list any professional development needs you may have for your program. With the vacant full-time instructor position on hold, we will need to hire and prepare a seasoned lecturer with extensive experience so there is not a huge learning curve. We will need to eventually fill the full-time position.