IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT __Business Accounting Tech__   ACADEMIC YR. __2012-2013__

Comprehensive Program Review ✓   Annual Assessment ✓   Request for Resources (check all that apply) ✓

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

Craig M Blek	2/15/13	_Efrain Silva_ 2/20/13
Signature of Program Chair/Director	Date	Signature of Area Dean Date
signature	2/28/13	
Signature of Area Vice President	Date	

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:
- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms

Academic Program Evaluation – BUSINESS ACCOUNTING TECHNICIAN
Division – EWD
Department - BUSINESS

BUSINESS COURSES

TERM	Enrollment	Fill Rate	# of Sections	Mass Cap	Avg. Class Cap	Avg. Class Size	FTES	FTEF	Productivity (FTES/FTEF)	Completion Rate	Success Rate
Fall 2009	555	87.40%	20	635	31.75	27.75	67.51	4.72	14.3	81%	62%
Spring 2010	631	86.32%	24	731	30.46	26.29	77.35	5.66	13.67	76%	61%
Fall 2010	576	86.23%	21	668	31.81	27.43	71.29	4.92	14.49	85%	68%
Spring 2011	672	85.06%	25	790	31.6	26.88	84.69	5.59	15.15	81%	62%
Fall 2011	598	85.67%	22	698	31.73	27.18	73.01	5.12	14.26	83%	67%
Spring 2012	473	68.35%	22	692	31.45	21.5	59.8	5.39	11.09	83%	60%
% Change Fall Semesters 09 - 11	7.75%	-1.98%	10.00%	9.92%	-0.06%	-2.05%	8.15%	8.47%	-0.28%	2.47%	8.06%
% Change Spring Semesters 10 - 12	-25.04%	-20.82%	-8.33%	-5.34%	3.25%	-18.22%	-22.69%	-4.77%	-18.87%	9.21%	-1.64%

PROGRAM COMPLETION

Number of certificates completed Between Fall 2009 and Spring 2012	Number of Associate Degrees Completed Between Fall 2009 and Spring 2012
2	15

BUSINESS ACCOUNTING TECHNICIAN COURSES - A.S AND CERTIFICATE

A.A. DEGREE – Required Courses: BUS 164,167, 169, 172, 210, CIS 101, 108, 124, 125, WE 201, 220
Acceptable Courses: Bus 010, 061, 124, 220, 230
Certificate Program – Required Courses: BUS 164, 167, 169, 172, 210, CIS 101, 108, 124, 125, WE 201, 220
Acceptable Courses: Bus 010, 061, 124, 220, 230
Recommended Courses in order to obtain 40nwpm requirement: BUS 154, BUS 156

BUSINESS ACCOUNTING COURSES - ENROLLMENT, FILL RATES & WAIT LISTS

COURSES	Course Cap	Enrollment - # Sections						Fill Rate						
		F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12	S 13
BUS 010			89 - 3	79 - 3	84 - 3	73 - 3	75 - 3		86.67%	87.78%	93.33%	81.11%	83.33%	
BUS 061	28	24 - 1		17 - 1		15 - 1		85.71%		60.71%		53.57%		
BUS 120														
BUS 124	31	36 - 1	48 - 2	32 - 1	32 - 1	56 - 2	27 - 1	102.86%	77.42%	80%	91.43%	90.32%	77.14%	2
BUS 164	28	27 - 1	21 - 1	27 - 1	31 - 1	28 - 1	21 - 1	96.43%	75%	96.43%	110.71%	100%	72.41%	
BUS 167	30	23 - 1		21 - 1		28 - 1		76.67%		70%		93.33%		
BUS 169	28	29 - 1		25 - 1		26 - 1		103.57%		89.29%		92.86%		
BUS 172	28	22 - 1	25 - 1	19 - 1	15 - 1	19 - 1		78.57%	83.33%	67.86%	50%	67.86%		
BUS 220	35	24 - 1	58 - 2	32 - 1	58 - 2	42 - 1	39 - 2	68.57%	82.86%	91.43%	82.86%	120%	55.71%	
BUS 230	35				16 - 1						45.71%			
CIS 101	32	298 - 9	244 - 8	279 - 10	243 - 9	282 - 10	216 - 8	98.68%	141.86%	88.01%	140.46%	85.20%	82.13%	9
CIS 108	29		28 - 1		16 - 1		38 - 2			53.33%			65.52%	
CIS 124	40	80 - 3	60 - 2	98 - 3	93 - 3	38 - 1	63 - 2	102.56%	113.21%	105.38%	169.09%	95%	78.75%	9
CIS 125	40	50 - 3	40 - 2	84 - 3	63 - 3	25 - 1	26 - 1	64.10%	74.07%	90.32%	66.32%	62.50%	65%	
WE 201	30		29 - 1	23 - 1	30 - 1	33 - 1	28 - 1		96.67%	76.67%	100%	110%	93.33%	2
WE 220	30		22 - 1	15 - 1	18 - 1	25 - 1	18 - 4		73.33%	50%	60%	83.33%	60%	

BUSINESS ACCOUNTING TECHNICIAN COURSES - PRODUCTIVITY (FTES/FTEF)

COURSE	FTES						FTES						PRODUCTIVITY					
	F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12
BUS 010		8.02	8.13	8.64	7.51	7.71		0.60	0.60	0.60	0.60	0.60		13.37	13.55	14.40	12.52	12.85
BUS 061	2.47		1.75		1.54		0.2		0.2		0.2		12.35		8.75		7.70	
BUS 120																		
BUS 124	3.7	4.94	3.29	3.29	5.76	2.78	0.2	0.4	0.2	0.2	0.2	0.2	18.50	12.35	16.45	16.45	28.80	13.90
BUS 164	3.7	2.88	3.7	4.25	3.84	2.88	0.2	0.20	0.2	0.2	0.2	0.2	18.50	14.40	18.50	21.25	19.20	14.40
BUS 167	1.58		1.44		1.92		0.07		0.07		0.07		22.57		20.57		27.43	
BUS 169	1.99		1.71		1.78		0.13		0.13		0.13		15.31		13.15		13.69	
BUS 172	2.26	2.57	1.95	1.54	1.95		0.20	0.20	0.2	0.2	0.2		11.30	12.85	9.75	7.70	9.75	
BUS 220	4.11	9.94	5.49	9.94	7.2	6.69	0.27	0.54	0.27	0.54	0.27	0.54	15.22	18.41	20.33	18.41	26.67	12.39
BUS 230			1.65							0.20						8.25		
CIS 101	30.65	25.10	28.7	24.98	29	22.1	1.80	1.60	2.00	1.80	2.00	1.60	17.03	15.69	14.35	13.88	14.50	13.81
CIS 108		3.84		2.19		5.21		0.20		0.20		0.4		19.20		10.95		13.03
CIS 124	2.74	2.06	3.36	3.19	1.3	2.16	0.21	0.14	0.21	0.21	0.07	0.14	13.05	14.71	16.00	15.19	18.57	15.43
CIS 125	1.72	1.37	2.88	2.16	0.86	0.89	0.21	0.14	0.21	0.21	0.07	0.07	8.19	9.79	13.71	10.29	12.29	12.71
WE 201		0.99	0.79	1.03	1.13	0.96		0.07	0.07	0.07	0.07	0.07		14.14	11.29	14.71	16.14	13.71
WE 220		2.64	0.18	2.16	3.00	2.16		0.07	0.07	0.07	0.07	0.28		37.71	2.57	30.86	42.86	7.71

BUSINESS ACCOUNTING TECHNICIAN COURSES - COMPLETION & SUCCESS RATES

COURSE	Completion Rate						Success Rate					
	F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12
BUS 010	72%	74%	72%	75%	84%	80%	61%	56%	41%	51%	58%	48%
BUS 061	96%		88%		87%		83%		65%		73%	
BUS 120												
BUS 124	56%	71%	84%	88%	70%	74%	53%	58%	69%	59%	61%	56%
BUS 164	89%	71%	96%	52%	86%	86%	59%	57%	85%	45%	75%	71%
BUS 167	100%		100%		96%		91%		90%		86%	
BUS 169	100%		88%		88%		90%		60%		77%	
BUS 172	95%	84%	89%	100%	95%		86%	64%	79%	87%	89%	
BUS 220	88%	83%	97%	85%	86%	82%	63%	60%	97%	61%	81%	72%
BUS 230				69%						63%		
CIS 101	81%	78%	84%	84%	85%	91%	57%	59%	53%	53%	59%	56%
CIS 108		96%		88%		75%		96%		69%		63%
CIS 124	90%	98%	91%	95%	87%	86%	78%	90%	76%	81%	68%	67%
CIS 125	86%	90%	83%	87%	92%	81%	62%	75%	51%	64%	68%	69%
WE 201		97%	91%	83%	85%	82%		90%	83%	70%	64%	79%
WE 220		95%	93%	67%	92%	89%		95%	93%	67%	84%	89%

Recent Enrollment Demand: High _____ Medium ___X___ Low _____

Projection for Future Demand : Growing _____   Stable ___X_____   Declining _____

Opportunity Analysis: (Successes, new curriculum development, alternative delivery mechanisms, interdisciplinary strategies, etc.)

This program provides students with entry level competencies for employment as an accounting technician, bookkeeper, bank teller, tax accountant, or other financial clerk. Accounting technicians can be found in all work settings such as banks, credit unions, retail organizations, private and public offices. The LMI data 2008-2018 Occupational Employment Projections for the El Centro Metropolitan Statistical Area (Imperial County)indicate general office clerks, showing a 21.1% increase from 1170-1420

Summary of Program "Health" Evaluation: (Including consideration of size, score, productivity and quality of outcomes)

Accounting Technician, Office Technician, and Administrative Assistant programs share core courses and were combined and analyzed under an Office Administration grouping in the 2011 Comprehensive Program Review. Completion and success rates in the Business Accounting Technician program are strong (average completion rate 86%, average success rate 72%). Faculty attribute these rates to the nature of the program, hands-on work related training, which motivates students to apply skills learned into their real-life situations and are able to see things through to the end. Productivity has averaged 15.5 over the past three years as well. These programs have been limited to two full-time instructors since 2006 and due to this the number of sections offered was limited. The number of students per section was consistent; there was a drop off in Spring 12, but it appears to be attributable to the change in collection of student fees and the retirement of the second full-time instructor. The department currently has had one full-time Office Technologies professor since Fall 2012.

In order for the students to complete their certificates in Business Office Technician and Business Accounting Technician, it is essential to replace the Office Technician position of faculty retired.

Student Learning Outcomes and Program Learning Outcomes

Course	units	# SLOs Identified	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016
BUS 164	3	3	2	2							
BUS 167	1	1	1	1							
BUS 169	2	2	1	1							
BUS 172	3	3	3	2							
BUS 210	4	4	1,2,3	1							
CIS 101	3	3	2	3							
CIS 108	3	3	3	1							
CIS 124	1	1	1	1							
CIS 125	1	2	1	2							
WE 201	1	1	1	1							
WE 220	1	1	1	1							

Student Learning Outcomes Assessment:

All SLO's in the program have been assessed at least once. The department continues to monitor, assess and update SLO's as necessary.

Program Learning Outcomes Assessment:

The PLO's for the Business Accounting Technician program were written with good intentions, but for a number of reasons proved to be less useful than we had hoped. Therefore, in Fall 2012, the Department rewrote all Program Learning Outcomes and will begin assessing **these** new outcomes with the Spring 2013 semester.

Future Goals of Program

With the retirement of two full-time instructors within the last year and a half, the program desperately needs another full-time instructor to meet student demand. The programs cannot run effectively and efficiently with only one full-time Business Office Technologies instructor.

Resource requests from annual program review

1. Full-time Business Office Technologies instructor
2. This program like all the programs in the Business Department needs full-time secretarial support. The recent 50% cut in secretarial services it is creating additional difficulties for the program. Without proper staff support it is even harder for the program to grow and prosper.
3. With the loss of a dedicated BUS 010 room, due to the 900 building remodel, a room with tables and space for the 10-key calculators is needed. Temporarily the class has been located in the Business lab in 2610, however there is no permanent/portable white board in that room.