

**BUSINESS MANAGEMENT & BUSINESS & TECHNOLOGY**

# **PROGRAM REVIEW**

UPDATE 2012- 2015

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## EXECUTIVE SUMMARY

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*Business Management and Business & Technology  
Degrees and Certificates*

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The Business Division is focused on creating ideas, practices and following methodologies as they are applied in management and in the development of a business. Students in this discipline are responsible for decisions and planning with the intent to increase revenue and profit while reducing costs. The Business Advisory Committee encourages and offers feedback to the division to pursue its cycle of review, emphasizing in developing online and ITV instruction. Among its responsibilities are updating and developing student learning outcomes assessment processes at the course, program, and institutional levels. In essence, the division is regularly updating and evaluating course outlines to stay in compliance with industry needs.

## **PART 1: PURPOSE OF THIS PROGRAM**

The purpose of the program is to offer courses in business and management that support these programs:

- *Associates of Science in Business Management*
- *Associates of Arts in Business & Technology*
- *Associates in Science Degree Business Administration for Transfer*
- *Business Management-Certificate of Achievement*
- *Business Literacy- Certificate of Career Preparation*
- *Small Business Management- Certificate of Career Preparation.*

The business division prepares students for careers in Business, Administration, Education, Government, Management, and Retail industry. The program focuses on planning, organizing, directing, and controlling the functions and processes of a firm or organization. Program courses include: *management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.*

The business division mission is aligned with the *Palo Verde Community College's Mission Statement*. The degrees and certificates fulfill the primary mission of the college by offering an exemplary learning environment with high quality educational programs that prepare students for today's job market. The courses offered for these degrees, prepares students for the workforce and helps them find employment in entry level occupations needed in today's competitive global economy.

### **Target Population**

The business division has validated that a large volume of our student population are prison inmates. In fact, our college serves between 18-20 prisons around the state. The two largest enrollment numbers are located within own region, *Ironwood State Prison (ISP)* and *Chuckawalla Valley State Prison (CVSP)*. Nevertheless, all of our prison inmates are enrolled through our program in a correspondence modality. Pursing a college degree through PVC has not only opened doors to a number of other colleges in the state, but has also opened a number of possibilities for our inmates to further their education beyond the corridors of our community college.

Approximately, 70% -75% of our students (*business discipline*) are inmates who are seeking a degree(s) in business and certificate(s) and/or want to help themselves identify and change the root causes of their employment issues. Evidently, students are attracted to our degrees and certificates. Since the initiation of the prison program, Palo Verde Community College has granted approximately 1500 associates degrees and certificates to-date, and many of which were degrees in the business discipline.

The future of this program looks very promising, different indicators tells us that the inmate education program will continue to grow in small margins. In essence, it is essential to continue looking at new programs, online instruction, new subject courses, and a rigorous planning mechanism to enhance the community.

## **Part 2: DEMAND FOR THIS PROGRAM**

The data for this chart below was drawn from the California Employment Labor Market (EDD) information website, occupations projected to have the most job growth through 2022, both at the Riverside-San Bernardino Metropolitan Statistical Area (MSA) and California statewide levels:

<http://www.labormarketinfo.edd.ca.gov/data/employment-projections.html>

The chart indicates a continuum of demand, at the regional and state wide levels, for people with business training and exposure. The business division continues to provide the same level of quality of instruction to students with a diverse training in courses that include accounting, business, business mathematics, marketing, finance, management, and economics. In essence, enabling students to apply for fundamental management and related occupations. In a related report and “*According to a 2012 Michigan State University survey of 3800 employers, business majors received the best job prospects coming out of the U.S. recession*”

*Business degree holders can choose from a variety of possible career paths, starting with business training programs in major companies. Related fields to business majors include analysts, managers, and consultants. Some business graduates go into human resources or sales” (L. Emma, D. Media, 2012).* Many of these graduates will work in marketing and public relations. The common ground we are seeing here is that there is a wide range of employment opportunities to our college graduates.

The long-term prospects for business majors are positive, according to the U.S. Bureau of Labor Statistics. With above-average salaries and solid benefit packages, the business graduates can

expect to follow a career with an upward trajectory. The study above also acknowledges that entry-level programs that train and prepare recent graduates often look to business majors to fill their ranks. And the further up the ladder business graduates climb, the more opportunities they will find as they grow into their field.

### **Outlook Projections**

Outlook projections for Riverside - San Bernardino counties show long-term trends with remarkable positive results for college graduates. According to the Press Enterprise, there were resonated remarks made by county officials and an economist at the annual Riverside State of the County presentation Thursday. *“I can confidently say the state of the county is strong and it’s getting stronger, County Board of Supervisors Chairman Marion Ashley said in his keynote address. The event is held to provide an update on how the county government has performed over the past year, how it has confronted issues and what the future looks like for the region (M. Williams 2015).”*

The professional and technical services industry cluster is comprised of interrelated industries that include Management, Technical Consulting Services, Related Services, Tax Preparation, Bookkeeping, Payroll Services Advertising, Public Relations, and Related Services. According to labor market information listed below, the top five areas with the highest growth ranks are listed as follow:

<b>Occupational title</b>	<b>Projected Employment 2022</b>
1. General and Operations Managers	22,770
2. First-line Supervisors of Supervisors of Retail Sales Workers	18,910
3. First-line Supervisors of Office and Administrative Support Workers	15,680
4. Bookkeeping, Accounting, and Auditing Clerks	14,890
5. Sales Representatives, Wholesale and Manufacturing, Except	13,200

Employment Development Department		2012-2022 Occupational Employment Projections								
Labor Market Information Division		Riverside-San Bernardino Counties								
Published: December 2014										
SOC Code *	Occupational Title	Estimated Employment 2012**	Projected Employment 2022	Average Annual Job Openings			2014 First Quarter Wages	Education and Training Levels		
				New Jobs [2]	Replacement Needs [3]	Total Jobs [4]	Median Hourly	Median Annual	Work Experience	On-the-Job Training
11-1021	General and Operations Managers	18,570	22,770	420	347	767	\$43.75	\$90,991	<5 years	None
11-2000	Advertising, Marketing, Promotions, Public Relations, and Sales Managers	4,720	5,770	106	103	209	N/A	N/A		
11-2011	Advertising and Promotions Managers	220	290	6	7	13	\$33.70	\$70,095	<5 years	None
11-2021	Marketing Managers	880	1,110	24	19	43	\$56.54	\$117,601	≥5 years	None
11-2022	Sales Managers	3,400	4,100	70	73	143	\$47.31	\$98,407	<5 years	None
11-3000	Operations Specialties Managers	10,970	12,770	180	207	387	N/A	N/A		
41-1011	First-Line Supervisors of Retail Sales Workers	16,560	18,910	235	360	595	\$18.94	\$39,397	<5 years	None
43-1011	First-Line Supervisors of Office and Administrative Support Workers	13,090	15,680	259	311	570	\$23.49	\$48,857	<5 years	None
41-4012	Sales Representatives, Wholesale and Manufacturing, Except	10,570	13,200	263	206	469	\$25.65	\$53,346	None	MT OJT

	Technical and Scientific Products									
<b>43-3031</b>	Bookkeeping, Accounting, and Auditing Clerks	12,390	14,890	250	114	364	\$18.06	\$37,566	None	MT OJT
<b>13-2011</b>	Accountants and Auditors	7,230	8,880	165	214	379	\$29.94	\$62,286	None	None

**Customer Service Representatives  
(SOC Code : 43-4051)  
in Riverside County**

Riverside County is part of the Riverside-San Bernardino-Ontario MSA, which includes Riverside and San Bernardino counties.

**Occupational Wages**

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
Riverside-San Bernardino-Ontario MSA	2015	1st Qtr.	\$17.88	\$13.29	\$16.73	\$21.38

## PART 3: QUALITY OF THIS PROGRAM

(Graph 1.1)

Palo Verde Community College – Business Division		Degrees and Certificates	2011-2012	2012-2013	2013-2014	2014-2015	Total
AAEBT	AA Emph Business & Technology	Associate of Arts	10	22	19	29	<b>80</b>
BUSA D	Business Administration	Associate of Science				1	<b>1</b>
BUSA D	Business Administration (new)	Associate of Science for Trans			1		<b>1</b>
BUSLT	Business Literacy	Certificate - 6.0-17.9 Units	31	38	41	48	<b>158</b>
BUS	Business Management	Associate of Science	13	7	14	14	<b>48</b>
BUS	Business Management	Certificate - 30.0-59.9 Units	6	12	5	5	<b>28</b>
BUS	Business Management	Certificate - 6.0-17.9 Units				2	<b>2</b>
BUSST	Business Studies	Certificate - 6.0-17.9 Units	30	13	2	1	<b>46</b>
<b>Sum:</b>			<b>90</b>	<b>92</b>	<b>82</b>	<b>100</b>	

Both the AS and AA degrees, as well as, the certificates continue to be a popular and high ranked awarded program for Palo Verde College. A significant number of our students (*graph 1.1*) are from our prison community who seek the opportunity to advance their skill upon being released to society. In recent years, more community students are pursuing degrees in the Business discipline because these courses have immediate real-world applications in the workforce.

The best reasons for pursuing a business degree are the long-term advantages, particularly when job prospects and security become a top priority. Business students find employment and advancement where their alternate major peers often do not. Business students learn the fundamentals of the entire business world. Courses such as accounting, ethics, finance, management, organization and human resources all transfer well to the demands of the field.



The graph below (1.2) is a comprised list of courses that was tabulated from the list proceeding, see graph 1.3

**FALL 2012 – SPRING 2015  
ENROLLMENTS BY TERM**

*(Graph 1.2)*

<b>Course Subject</b>	<b>2012FA</b>	<b>2013SP</b>	<b>2013FA</b>	<b>2014SP</b>	<b>2014FA</b>	<b>2015SP</b>
ACC 100	91	53	53	67	56	76
ACC 101	17	18	16	12	26	15
ACC 102	0	15	0	19	0	15
BUS 105	57	71	41	57	59	64
BUS 115	0	15	0	0	0	12
BUS 135	55	39	42	38	52	44
BUS 201	17	0	0	0	0	0
BUS 202	49	22	21	27	29	41
BUS 206	25	36	34	27	34	30
BUS 221	0	12	0	0	0	6
ECO 105	14	0	24	30	0	28
ECO 106	0	34	0	13	34	0
MAN 105	0	11	25	22	0	23
MAN 106	29	30	25	24	43	29
MAN 107	16	17	0	15	26	19
MAN 145	24	13	13	11	27	16
MAN 205	0	0	0	0	0	8

**FALL 2012 – SPRING 2015**

**Abbreviation for the Mode:**

2WVA=           ITV FORMAT  
 TXLEC=       CORRESPONCE FORMAT  
 DLEC=         ONLINE FORMAT  
 LEC=          FACE TO FACE FORMAT

*(Graph 1.3)*

SEQ	Term	Prefix	Sect	Title	Mode	Credits	Enrollments
1	2012FA	ACC-100	01	Basic Acctg.	2WVA	4	11
1	2012FA	ACC-100	02	Basic Acctg.	TXLEC	4	27
1	2012FA	ACC-100	03	Basic Acctg.	TXLEC	4	19
1	2012FA	ACC-100	04	Basic Acctg.	TXLEC	4	20
1	2012FA	ACC-100	05	Basic Acctg.	TXLEC	4	14
1	2012FA	ACC-101	01	Accounting I	TXLEC	4	17
1	2012FA	BUS-101	02	Intro Business	TXLEC	3	24
1	2012FA	BUS-101	03	Intro Business	TXLEC	3	17
1	2012FA	BUS-101	04	Intro Business	TXLEC	3	17
1	2012FA	BUS-101	05	Intro Business	TXLEC	3	19
1	2012FA	BUS-101	06	Intro Business	TXLEC	33	10
1	2012FA	BUS-101	07	Intro Business	TXLEC	3	17
1	2012FA	BUS-101	08	Intro Business	TXLEC	3	21
1	2012FA	BUS-101	09	Intro Business	TXLEC	3	20
1	2012FA	BUS-105	01	Business Math	TXLEC	3	27
1	2012FA	BUS-105	02	Business Math	TXLEC	3	18
1	2012FA	BUS-105	03	Business Math	TXLEC	3	12
1	2012FA	BUS-135	01	Business Law	TXLEC	3	21
1	2012FA	BUS-135	02	Business Law	TXLEC	3	13
1	2012FA	BUS-135	03	Business Law	TXLEC	3	21
1	2012FA	BUS-201	01	Principles Org. Lead	TXLEC	3	8
1	2012FA	BUS-201	02	Principles Org. Lead	DLEC	3	9
1	2012FA	BUS-202	01	Business Communication	TXLEC	3	16
1	2012FA	BUS-202	02	Business Communication	TXLEC	3	15
1	2012FA	BUS-202	03	Business Communication	LEC	3	9
1	2012FA	BUS-202	04	Business Communication	TXLEC	3	9
1	2012FA	BUS-206	01	Marketing	TXLEC	3	14
1	2012FA	BUS-206	02	Marketing	TXLEC	3	11
1	2012FA	ECD-105	02	Macroeconomics	TXLEC	3	14
1	2012FA	MAN-105	01	Principles of Mgmt. & Organizations	TXLEC	3	20

1	2012FA	MAN-106	01	Personnel Mgnt.	TXLEC	3	19
1	2012FA	MAN-106	02	Personnel Mgnt.	TXLEC	3	10
1	2012FA	MAN-107	01	Small Bus Mgnt.	TXLEC	3	16
1	2012FA	MAN-145	01	Org. Behavior	TXLEC	3	14
1	2012FA	MAN-145	02	Org. Behavior	TXLEC	3	10
2	2013SP	ACC-100	02	Basic Accounting	TXLEC	4	21
2	2013SP	ACC-100	03	Basic Accounting	TXLEC	4	19
2	2013SP	ACC-100	04	Basic Accounting	TXLEC	4	13
2	2013SP	ACC-101	01	Accounting I	TXLEC	4	18
2	2013SP	ACC-102	01	Principles Accounting II	TXLEC	4	15
2	2013SP	BUS-101	01	Intro Business	TXLEC	3	29
2	2013SP	BUS-101	02	Intro Business	TXLEC	3	23
2	2013SP	BUS-101	03	Intro Business	TXLEC	3	22
2	2013SP	BUS-101	04	Intro Business	TXLEC	3	22
2	2013SP	BUS-101	05	Intro Business	TXLEC	3	12
2	2013SP	BUS-105	01	Business Math	TXLEC	3	23
2	2013SP	BUS-105	02	Business Math	TXLEC	3	21
2	2013SP	BUS-105	03	Business Math	TXLEC	3	18
2	2013SP	BUS-105	04	Business Math	TXLEC	3	9
2	2013SP	BUS-115	01	Small Bus Fin	TXLEC	3	15
2	2013SP	BUS-135	01	Business Law	TXLEC	3	20
2	2013SP	BUS-135	02	Business Law	TXLEC	3	19
2	2013SP	BUS-202	02	Business Communication	TXLEC	3	13
2	2013SP	BUS-202	03	Business Communication	TXLEC	3	9
2	2013SP	BUS-206	01	Marketing	DLEC	3	5
2	2013SP	BUS-206	02	Marketing	TXLEC	3	16
2	2013SP	BUS-206	03	Marketing	TXLEC	3	15
2	2013SP	BUS-221	01	Income Tax Proc	TXLEC	3	12
2	2013SP	ECD-106	01	Microeconomics	TXLEC	3	21
2	2013SP	ECD-106	02	Microeconomics	TXLEC	33	13
2	2013SP	MAN-105	01	Principles of Mgnt. & Organizations	TXLEC	3	11
2	2013SP	MAN-106	01	Personnel Mgnt.	TXLEC	3	21
2	2013SP	MAN-106	02	Personnel Mgnt.	TXLEC	3	9
2	2013SP	MAN-107	01	Small Bus Mgnt.	TXLEC	3	17
2	2013SP	MAN-145	01	Org. Behavior	TXLEC	3	13
3	2013FA	ACC-100	01	Basic Accounting	2WVA	4	11
3	2013FA	ACC-100	02	Basic Accounting	TXLEC	4	22
3	2013FA	ACC-100	03	Basic Accounting	TXLEC	4	20

3	2013FA	ACC-101	01	Accounting I	TXLEC	4	16
3	2013FA	BUS-101	01	Intro Business	TXLEC	3	14
3	2013FA	BUS-101	02	Intro Business	TXLEC	3	7
3	2013FA	BUS-101	03	Intro Business	TXLEC	3	24
3	2013FA	BUS-101	04	Intro Business	TXLEC	3	35
3	2013FA	BUS-101	05	Intro Business	TXLEC	3	31
3	2013FA	BUS-105	01	Business Math	TXLEC	3	24
3	2013FA	BUS-105	02	Business Math	TXLEC	3	17
3	2013FA	BUS-135	01	Business Law	TXLEC	3	23
3	2013FA	BUS-135	02	Business Law	TXLEC	3	19
3	2013FA	BUS-202	01	Business Communication	TXLEC	3	21
3	2013FA	BUS-206	01	Marketing	TXLEC	3	21
3	2013FA	BUS-206	02	Marketing	TXLEC	3	13
3	2013FA	ECD-105	01	Macroeconomics	TXLEC	3	17
3	2013FA	ECD-105	02	Macroeconomics	TXLEC	3	7
3	2013FA	MAN-105	01	Principles of Mgmt. & Organizations	TXLEC	3	25
3	2013FA	MAN-106	01	Personnel Mgmt.	TXLEC	3	25
3	2013FA	MAN-145	01	Org. Behavior	TXLEC	3	13
4	2014SP	ACC-100	01	Basic Accounting	TXLEC	4	20
4	2014SP	ACC-100	02	Basic Accounting	TXLEC	4	25
4	2014SP	ACC-100	03	Basic Accounting	TXLEC	4	22
4	2014SP	ACC-101	02	Principles of Accounting I	TXLEC	4	12
4	2014SP	ACC-102	01	Principles of Accounting II	TXLEC	4	19
4	2014SP	BUS-101	01	Intro Business	LEC	3	8
4	2014SP	BUS-101	02	Intro Business	TXLEC	3	19
4	2014SP	BUS-101	03	Intro Business	TXLEC	3	10
4	2014SP	BUS-101	04	Intro Business	TXLEC	3	13
4	2014SP	BUS-101	05	Intro Business	TXLEC	3	13
4	2014SP	BUS-101	06	Intro Business	TXLEC	3	16
4	2014SP	BUS-101	07	Intro Business	TXLEC	3	19
4	2014SP	BUS-105	01	Business Math	ZWVA	3	6
4	2014SP	BUS-105	02	Business Math	TXLEC	3	22
4	2014SP	BUS-105	03	Business Math	TXLEC	3	29
4	2014SP	BUS-135	02	Business Law	TXLEC	3	21
4	2014SP	BUS-135	03	Business Law	TXLEC	3	17
4	2014SP	BUS-202	02	Business Communication	TXLEC	3	27
4	2014SP	BUS-206	02	Marketing	TXLEC	3	27
4	2014SP	ECD-105	02	Macroeconomics	TXLEC	3	30

4	2014SP	ECD-106	01	Microeconomics	TXLEC	3	13
4	2014SP	MAN-105	01	Principles of Mgmt & Organizations	TXLEC	3	22
4	2014SP	MAN-106	01	Personnel Mgmt	TXLEC	3	12
4	2014SP	MAN-106	02	Personnel Mgmt	TXLEC	3	12
4	2014SP	MAN-107	01	Small Bus Mgmt	TXLEC	3	15
4	2014SP	MAN-145	01	Org. Behavior	TXLEC	3	11
5	2014FA	ACC-100	01	Basic Accounting	ZWVA	4	9
5	2014FA	ACC-100	02	Basic Accounting	TXLEC	4	26
5	2014FA	ACC-100	03	Basic Accounting	TXLEC	4	13
5	2014FA	ACC-100	04	Basic Accounting	TXLEC	4	8
5	2014FA	ACC-101	01	Principles of Accounting I	TXLEC	4	26
5	2014FA	BUS-101	01	Intro Business	TXLEC	3	19
5	2014FA	BUS-101	02	Intro Business	TXLEC	3	16
5	2014FA	BUS-101	03	Intro Business	TXLEC	3	16
5	2014FA	BUS-101	04	Intro Business	TXLEC	3	16
5	2014FA	BUS-101	06	Intro Business	TXLEC	3	12
5	2014FA	BUS-101	07	Intro Business	ZWVA	3	7
5	2014FA	BUS-105	01	Business Math	TXLEC	3	23
5	2014FA	BUS-105	02	Business Math	TXLEC	3	25
5	2014FA	BUS-105	03	Business Math	TXLEC	3	11
5	2014FA	BUS-135	01	Business Law	TXLEC	3	23
5	2014FA	BUS-135	02	Business Law	TXLEC	3	21
5	2014FA	BUS-135	03	Business Law	TXLEC	3	8
5	2014FA	BUS-202	01	Business Communication	TXLEC	3	25
5	2014FA	BUS-202	03	Business Communication	TXLEC	3	4
5	2014FA	BUS-206	01	Marketing	TXLEC	3	20
5	2014FA	BUS-206	02	Marketing	TXLEC	3	14
5	2014FA	ECD-106	01	Microeconomics	TXLEC	3	24
5	2014FA	ECD-106	02	Microeconomics	TXLEC	3	10
5	2014FA	MAN-106	01	Personnel Mgmt	TXLEC	3	25
5	2014FA	MAN-106	02	Personnel Mgmt	TXLEC	3	18
5	2014FA	MAN-107	01	Small Bus Mgmt	TXLEC	3	26
5	2014FA	MAN-145	01	Org. Behavior	TXLEC	3	18
5	2014FA	MAN-145	02	Org. Behavior	TXLEC	3	9
6	2015SP	ACC-100	01	Basic Accounting	TXLEC	4	23
6	2015SP	ACC-100	02	Basic Accounting	TXLEC	4	26
6	2015SP	ACC-100	03	Basic Accounting	TXLEC	4	27
6	2015SP	ACC-101	02	Principles of Accounting I	TXLEC	4	15

6	2015SP	ACC-102	01	Principles of Accounting II	TXLEC	4	15
6	2015SP	BUS-101	02	Intro Business	TXLEC	3	18
6	2015SP	BUS-101	03	Intro Business	TXLEC	3	17
6	2015SP	BUS-101	04	Intro Business	TXLEC	3	25
6	2015SP	BUS-101	05	Intro Business	ZWVA	3	7
6	2015SP	BUS-101	06	Intro Business	TXLEC	3	19
6	2015SP	BUS-101	07	Intro Business	TXLEC	3	12
6	2015SP	BUS-105	01	Business Math	TXLEC	3	29
6	2015SP	BUS-105	02	Business Math	TXLEC	3	20
6	2015SP	BUS-105	04	Business Math	TXLEC	3	15
6	2015SP	BUS-115	01	Small Bus Fin	TXLEC	3	12
6	2015SP	BUS-135	01	Business Law	ZWVA	3	8
6	2015SP	BUS-135	02	Business Law	TXLEC	3	22
6	2015SP	BUS-135	03	Business Law	TXLEC	3	14
6	2015SP	BUS-202	01	Business Communication	TXLEC	3	23
6	2015SP	BUS-202	02	Business Communication	TXLEC	3	18
6	2015SP	BUS-206	01	Marketing	TXLEC	3	14
6	2015SP	BUS-206	02	Marketing	TXLEC	3	16
6	2015SP	BUS-221	01	Income Tax Proc	TXLEC	3	6
6	2015SP	ECO-105	02	Macroeconomics	TXLEC	3	28
6	2015SP	MAN-105	01	Prin of Mgmt & Organizations	TXLEC	3	23
6	2015SP	MAN-106	01	Personnel Mgmt	TXLEC	3	29
6	2015SP	MAN-107	01	Small Bus Mgmt	TXLEC	3	19
6	2015SP	MAN-145	01	Org. Behavior	TXLEC	3	16
6	2015SP	MAN-205	01	Investments	TXLEC	3	8

## **PART 4: EXTERNAL ISSUES**

The business division has witnessed in recent years that students at the prison sites lack the availability of being assigned a textbook for their subject course or are having to share one (1) book among four other inmates a ratio 1:4. As a consequence, the department is concerned with the number of students who are unable to complete their weekly assignments until the eighth or ninth week of the term. As a consequence, too many students are not meeting the deadline to drop to avoid getting a failing grade. The division will echo its concerns with the campus leadership and academic senate to seek alternative solutions, so a common ground is addressed among its constituents.

Another external issue the division is concerned with is the lack of having a coordinator to help direct traffic among the delivery of correspondence matters. Most importantly, having a contact person to help us with directing the day-to-day operations to work and build consistency is a key fundamental to the handling of meeting deadlines, course material, coordination of services, and maintaining instructional needs. We believe that a coordinator will help eliminate many of the concerns mentioned above by addressing these issues in a timely manner.

## **PART 5: COST OF THIS PROGRAM**

Based on the cost of the program, each of the academic periods described in graph 1.4 provides the total salaries, benefits, supplies, and FTEs generated by the business division since 2011-2012 through 2014-2015.

*(Graph 1.4)*

<b><u>2011-12</u></b>	<b><u>Salaries</u></b>	<b><u>Benefits</u></b>	<b><u>Supplies</u></b>	<b><u>Contracts</u></b>	<b><u>Capital</u></b>	<b><u>Total</u></b>	<b><u>FTEs</u></b>
ACC	\$48,475.23	\$12,173.09	126.35	n/a	n/a	<b>\$60,774.67</b>	21.06
BUS	\$53,944.80	\$4,161.51	\$24.49	n/a	n/a	<b>\$58,130.08</b>	72.10
ECO	\$30,185.90	\$8,301.47	n/a	n/a	n/a	<b>\$38,487.37</b>	3.80
MAN	\$2,872.80	\$129.34	n/a	n/a	n/a	<b>\$3,002.14</b>	20.90
<b><u>2012-13</u></b>	<b><u>Salaries</u></b>	<b><u>Benefits</u></b>	<b><u>Supplies</u></b>	<b><u>Contracts</u></b>	<b><u>Capital</u></b>	<b><u>Total</u></b>	<b><u>FTEs</u></b>
ACC	\$69,431.86	\$15,066.13	n/a	n/a	n/a	<b>\$84,497.99</b>	33.87
BUS	\$155,221.51	\$44,548.44	n/a	n/a	n/a	<b>\$199,769.95</b>	100.30
ECO	\$16,829.82	\$5,266.89	n/a	n/a	n/a	<b>\$22,096.71</b>	5.80
MAN	See ACC above	See ACC above	n/a	n/a	n/a	?	20.20
<b><u>2013-14</u></b>	<b><u>Salaries</u></b>	<b><u>Benefits</u></b>	<b><u>Supplies</u></b>	<b><u>Contracts</u></b>	<b><u>Capital</u></b>	<b><u>Total</u></b>	<b><u>FTEs</u></b>
ACC	\$52,928.15	\$12,452.51	n/a	n/a	n/a	<b>\$65,380.66</b>	27.06
BUS	\$112,799.14	\$27,017.41	n/a	n/a	n/a	<b>\$139,816.55</b>	82.7
ECO	\$23,829.40	\$6,699.70	n/a	n/a	n/a	<b>\$30,529.10</b>	9.10
MAN	\$7,398.00	\$837.03	n/a	n/a	n/a	<b>\$8,235.03</b>	22.00
<b><u>2014-15</u></b>	<b><u>Salaries</u></b>	<b><u>Benefits</u></b>	<b><u>Supplies</u></b>	<b><u>Contracts</u></b>	<b><u>Capital</u></b>	<b><u>Total</u></b>	<b><u>FTEs</u></b>
ACC	\$59,491.08	\$15,162.84	n/a	n/a	n/a	<b>\$74,653.92</b>	29.87
BUS	\$61,145.78	\$21,620.52	n/a	n/a	n/a	<b>\$82,766.30</b>	94.43
ECO	\$20,429.25	\$6,329.83	n/a	n/a	n/a	<b>\$26,759.08</b>	6.90

MAN	\$4,689.90	\$570.51	n/a	n/a	n/a	<b>\$5,260.41</b>	32.70
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## **PART 6: TWO- YEAR PLAN**

### **1. Update all ACC, BUS, ECO, and MAN course outlines, as needed.**

The division is current and is up-to-date with all the course outlines as deemed by the curriculum committee.

### **2. Continue to develop online instruction of BUS and MAN courses to expand the reach of the program.**

The division is eager to continue developing new courses through online modality. Faculty are interested in the expansion of the inmate/prison online program, as well as, with making more courses available to students outside of our region. With respect to the prison program, we are only waiting for the IEN network, so we can expand business division courses throughout this system.

### **3. Develop stronger contacts with adjunct faculty by publicizing faculty and division meetings, as well as, advisory group meetings.**

The division chair makes contact with adjunct faculty to keep them up-to-date with division matters and changes as they apply to instructional matters. The chair-person takes the responsibility of collecting and distributing SLOs, assigning and ordering current textbooks, and collecting "Instructor Data Collection" forms from part-time faculty. Most importantly distributing agendas and minutes with part-time faculty, so they can be familiar with what is happening in the division, if they are not able to attend.

### **4. Continue and expand student learning outcomes assessments of all courses in the program.**

The division is aggressively pursuing this avenue not only because colleges are encouraged to change traditional processes, but have an invested interest to seek alternative means of improving the quality of its learning outcomes.

### **5. Evaluate the continuing need for the AS degree in Business Management, in light of the recently-implemented Associate Science degree in Business Administration for Transfer.**

The division has added new programs to its already popular Associates of Science Business Management degree. The division did add to its offering of programs an Associates in Science Degree Business Administration for Transfer, but the outcome data is yet to be collected. Along with these degrees, students still have the option of obtaining existing certificates of which are very popular among our inmates/prison programs; Business Management-*Certificate of Achievement*, Business Literacy- *Certificate of Career Preparation*, and Small Business



Management- *Certificate of Career Preparation*. Finally, the department also added a new course that will serve as an elective to transfer to the UC system; Business 210- Business Ethics.

**6. Evaluate all certificates in terms of need.**

The division will continue to evaluate its programs to meet the challenging needs of our business community. Not only are we gathering data, but measuring the pulse of the business world by analyzing and helping students gain insights, so they can make better fact based business decisions. The Business Advisory Committee is made up of business leaders in our communities to help us align the cutting edge of education with a more practical learning outcome. These programs will continue to be promoted to our prisons, community, campus functions, and Needles community to increase graduation numbers.

**7. Ensure consistent quality in course and program delivery of encouraging the participation of full-time faculty in the performance evaluations of part-time faculty teaching courses in the program.**

The CTA contract calls for direct involvement of full-time business faculty for the evaluation of business adjuncts.

**8. Continue the practices of evaluating course syllabi for quality, consistency and academic rigor.**

The division is committed to continuing this process. Faculty periodically meet to review textbooks, course syllabi, and course materials to ensure there is continuous quality, consistency, and academic rigor in the subject courses.

The division also makes certain adjunct instructors are provided with the same level of assistance to ensure that their work emulates the work of all instructors in the division. The standards address learning objectives and other things necessary for student success. The Division also updates SLOs as defined by the Curriculum Committee to define a strategic planning process that is aligned with the college overall strategic plan.

## References

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