

Spring 2017

Business Administration 2017 Valencia Self-Study & Documents

University of New Mexico - Valencia County Branch

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Valencia Campus Program Review Checklist

Name of Program: Business Administration

Name of Contact Person: Alexa Wheeler, Chair & Stephen Takach, Lecturer II

Review Categories to be Addressed:

- | | | |
|------|--------------------------------------------------------------------|--------------------------|
| I. | Description of Program's Mission | <input type="checkbox"/> |
| II. | Description of the Program's Goals | <input type="checkbox"/> |
| III. | Changes in trends in enrollment (over the last two years) | <input type="checkbox"/> |
| IV. | Program Assessment | <input type="checkbox"/> |
| V. | Program Funding and Facilities-Budget Report | <input type="checkbox"/> |
| VI. | Articulation with Main Campus (if appropriate) | <input type="checkbox"/> |
| VII. | Summary: Program's Strengths, Weaknesses and Vision for the Future | <input type="checkbox"/> |

Business Administration
Valencia Campus Program Review Worksheet

I. Description of the Program's Mission

Today's business managers must be prepared to meet the challenges of a rapidly changing business environment. At UNM-Valencia Campus, students are provided the opportunity to complete the first two years of a business administration curriculum in areas such as accounting, business computer systems, finance, human resources, marketing and others. The advantages of beginning studies at UNM-Valencia include smaller class sizes and a team of instructors dedicated to teaching excellence.

II. Description of the Program's Goals

Students will master the knowledge, skills, and behaviors necessary to continue their studies with an end to completing a BA degree in Business Administration.

III. Description of Program's Assessment

Associate of Arts in Business Administration Assessment Plan

The University of New Mexico

A. College, Department and Date

1. College: *Valencia Branch*
2. Department: *Business, Technology and Fine Arts*
3. Date: *Updated- 10-21-16 (Initial Plan- 12-3-15, by Michael Ceschiat)*

B. Academic Program of Study*

* Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

Adapted from Kansas State University Office of Assessment

C. Contact Person(s) for the Assessment Plan

Alexa Wheeler, Divison Chair, alexa08@unm.edu

D. Broad Program Goals & Measurable Student Learning Outcomes (SLOs)

1. Broad Program Learning Goal(s) for this Degree/Certificate Program

Students will master the knowledge, skills, and behaviors necessary to continue their studies with an end to completing a BA degree in Business Administration.

2. List of Student Learning Outcomes (SLOs) for this Degree/Certificate Program

Upon successful completion of the required courses for the certificate in Business Administration, students will:

- A. Demonstrate that they have developed the ability to comprehend a broad-based knowledge of financial information data and apply their communication skills (writing and speaking) in a varied and competitive business environment.
- B. Demonstrate that they have developed the ability to calculate rates, percentages, maximums, forecasts, and statistical probabilities; discuss the business cycle and how it can be controlled via public policy; collect, manipulate, and report data for decision making; get along with peers, supervisors, and subordinates.
- C. Demonstrate that they have developed the ability to obtain an entry-level position in Operations, Management & Supervision, Marketing, Research and Administrative Assistant/Coordinator.

E. Assessment of Student Learning Plan

1. Student Learning Outcomes

Relationship to UNM Student Learning Goals (insert the program's SLOs and check all that apply):

University of New Mexico Student Learning Goals				
Program SLOs	Knowledge	Skills	Responsibility	Program SLO is conceptually different from university goals.
Upon successful completion of the required courses for the certificate in Business Administration, students will demonstrate that they have developed the ability to comprehend a broad-based knowledge of financial information data and apply their communication skills (writing and speaking) in a varied and competitive business environment.	x	x		
Upon successful completion of the required courses for the certificate in Business Administration, students will demonstrate that they have developed the ability to calculate rates, percentages, maximums, forecasts, and statistical probabilities; discuss the business cycle and how it can be controlled via public policy; collect, manipulate, and report data for decision making; get along with peers, supervisors, and subordinates.	x	x	x	
Upon successful completion of the required courses for the certificate in Business Administration, students will demonstrate that they have developed the ability to obtain an entry-level position in Operations, Management & Supervision, Marketing, Research and Administrative Assistant/Coordinator.	x	x	x	

2. How will learning outcomes be assessed?

Adapted from Kansas State University Office of Assessment

Assessing Student Learning Goals			
Program SLOs	Assessment Measures	Direct or Indirect	Criteria for Success
Upon successful completion of the required courses for the Associate of Arts in Business Administration, students will demonstrate that they have developed the ability to comprehend a broad-based knowledge of financial information data and apply their communication skills (writing and speaking) in a varied and competitive business environment.	Final grades for English 110 (Composition), English 219 (Technical and Professional Writing), and CJ130 (Public Speaking)	Direct	All students in the program must earn a C (75%) or better average score on their final grades in ENGL 110, ENGL 219 and CJ 130.
Upon successful completion of the required courses for the Associate of Arts in Business Administration, students will demonstrate that they have developed the ability to calculate rates, percentages, maximums, forecasts, and statistical probabilities; discuss the business cycle and how it can be controlled via public policy; collect, manipulate, and report data for decision making; get along with peers, supervisors, and subordinates.	Final exam grades for Management 101/102 (Fundamentals of Accounting 1/2) and Management 116 (Human Relations in Business)	Direct	All students in the program must earn a C (75%) or better average score on their final exam grades in MGMT 101, MGMT 102, and MGMT 116
Upon successful completion of the required courses for the Associate of Arts in Business Administration, students will demonstrate that they have developed the ability to obtain an entry-level position in Operations, Management & Supervision, Marketing, Research and Administrative Assistant/Coordinator.	In-class informal presentations of the requisite knowledge that enables the student to apply for and attain gainful employment in an entry-level management-related position will be evaluated in Management 113 (Management: An Introduction).	Indirect	All students in the program must earn a C (75%) or better on their informal presentation grades in MGMT 113.

B. Who: All students in the program are assessed.

3. When will learning outcomes be assessed? When and in what forum will the results of the assessment be discussed?

Program SLOs	Year/Semester Year
Upon successful completion of the required courses for the certificate in Business Administration, students will demonstrate that they have	Year 1, Fall 2015

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developed the ability to comprehend a broad-based knowledge of financial information data and apply their communication skills (writing and speaking) in a varied and competitive business environment.	ENGL 110, ENGL 219 and CJ 130
Upon successful completion of the required courses for the certificate in Business Administration, students will demonstrate that they have developed the ability to calculate rates, percentages, maximums, forecasts, and statistical probabilities; discuss the business cycle and how it can be controlled via public policy; collect, manipulate, and report data for decision making; get along with peers, supervisors, and subordinates.	Year 2, Fall 2016 MGMT 101, MGMT 102, and MGMT 116
Upon successful completion of the required courses for the certificate in Business Administration, students will demonstrate that they have developed the ability to obtain an entry-level position in Operations, Management & Supervision, Marketing, Research and Administrative Assistant/Coordinator.	Year 3, Fall 2017 MGMT 113

Results are discussed by the chair and professor in the CARC meetings for program assessment

4. What is the unit’s process to analyze/interpret assessment data and use results to improve student learning?

All faculty teaching in the program are made aware of the results by the division chair. The chair and faculty will have already reviewed results and suggestions actions with the CARC, who will have provided feedback and a timeline of next steps.

IV. Changes in Trends in Enrollment (Over the last 5 years)

Requested. Do not have info yet.

V. Program Funding and Facilities-Budget Report

UNM-Valencia offers course [XXXX###] → “Crosswalk Number” {XXXX###}

VI.

- Intro to Business – [MGMT 113] → {BUSA1113}
- *(Note: This course will be accepted as free elective credit only, unless from an AACSB accredited program)*

- Principals of Accounting I (Financial) – [MGMT 101 & 102] → {ACCT2113}
- *(Note: This course will be accepted as MGMT 202)*

- Intro to Information Systems – [CS150] → {BCIS1113}
- *(Note: This course will be accepted as free elective credit only, unless from an AACSB accredited program)*

- Macroeconomics Principles – [ECON105] → {ECON2113}
- *(Note: This course will be accepted as ECON 105)*

- Microeconomics Principles – [ECON106] → {ECON2123}
- *(Note: This course will be accepted as ECON 106)*

- Statistics – [STAT246] → {MATH2113}
- *(Note: This course will be accepted as MGMT 290 or STAT 145)*

- *(Note: UNM-Valencia offers MGMT 116 – Human Relations in Business which does not correspond nor show up on the business articulation matrix)*

Other course listed on the business articulation matrix not offered by UNM-Valencia:

- Intro to Finance – [Not Offered] → {BFIN2013}
- *(Note: This course will be accepted as free elective credit only, unless from an AACSB accredited program)*

- Corporate Finance – [Not Offered] → {BFIN2113}
- *(Note: This course will be accepted as free elective credit or MGMT 326 if from an AACSB accredited program)*

- Principles of Marketing – [Not Offered] → {MKTG2113}
- *(Note: This course will be accepted as free elective credit or MGMT 326 if from an AACSB accredited program)*

- Principles of Management – [Not Offered] → {MGMT2113}
- *(Note: This course will be accepted as free elective credit only)*

- Principles of Accounting II (Managerial) – [Not Offered] → {ACCT2123}
- *(Note: This course is not eligible for transfer and is called MGMT 303 at UNM-Main Campus)*

- International Accounting – [Not Offered] → {ACCT2133}
- *(Note: This course will be accepted as free elective credit or MGMT 340 if from an AACSB accredited program)*

- Business Law I – [Not Offered] → {BLAW2113}
- *(Note: This course is not eligible for transfer and is called MGMT 310 at UNM-Main Campus J.D. required to teach)*

- Business Law II – [Not Offered] → {BLAW2123}
- *(Note: This course will be accepted as free elective credit only and J.D. required to teach)*

Adapted from Kansas State University Office of Assessment

- (Note: All Institutions on the business articulation matrix (including UNM-Main) have a date of 4/14 listed under the name of the Institution which reflects last date of participation in the consortium meetings)

VI. Articulation with Main Campus

Where appropriate provide the committee with details on how the program aligns with program requirements on UNM Main Campus:

UNM-Valencia Campus offers business administration courses that prepare students for requisites of main campus and that are taught with the goal of ensuring student success at UNM Main Campus.

MGMT 113 – Management: An Introduction {BUSA1113}: ← Can be transferred as free elective to ASM

This course meets the core competencies for Introduction to Business:

1. Explain how business and entrepreneurship affect the quality of life and the world around us.
2. Explain the characteristics of the different forms of business ownership.
3. Perform basic stakeholder analysis concerning accountability, ethics and social responsibility of business.
4. Demonstrate knowledge of the various dimensions of the business environment including political and legal, sociocultural, environmental, diversity, economic, technological, and global.
5. Describe the purpose and functions of finance, operations, marketing, management, accounting, and information systems.
6. Demonstrate basic skills such as use of common business terminology, information search skills, presentation and writing skills, and team skills.
7. Describe the purpose and content of a business plan.

MGMT 101/102 – Fundamentals of Accounting I & II {ACCT2113}: ← combined is the equivalent of MGMT 202

This course meets the core competencies for Principals of Accounting I (Financial):

1. Analyze business transactions, their effects on the financial statements and the interrelationships of the financial statements involving the following:
 - a. Cash transactions
 - b. Receivables and Net Realizable Value
 - c. Operational Assets and Depreciation
 - d. Inventory

Adapted from Kansas State University Office of Assessment

e. Current Liabilities

f. Long-term Liabilities

2. Define, identify and demonstrate the impact of adjusting entries on financial statements.
3. Explain and demonstrate the differences between cash and accrual basis accounting.
4. Define and identify generally accepted accounting principles.
5. Analyze equity ownership transactions and their effect on the financial statements.
6. Identify the cash flow statement activities and explain the purpose of the cash flow statement.
7. Perform ratio analysis to evaluate financial statements.

MGMT 116 – Human Relations in Business {XXXX####}: ← Can be transferred as free elective to ASM

This course does not have an equivalent course at UNM Main Campus however is beneficial for all degree paths:

1. Explain why interpersonal skills are required to achieve success in interactions involving two or more people.
2. Explain why learning, accommodating, collaborating, and practicing interpersonal skills is important in business.
3. Perform analysis on the self and others including individual differences, self-esteem, and communication.
4. Demonstrate knowledge of developing teamwork skills, group problem solving, diversity, and conflict resolution.
5. Describe the importance of becoming an effective leader, motivation, developing others, and political skills.
6. Describe the importance of customer satisfaction, ethical behavior, stress management, personal productivity, and career management skills.
7. Perform a self-analysis that answers questions of who you are, where you are going, how you will get there.

A 33 credit hour Business Administration Certificate is offered at UNM-Valencia Campus

VIII. Summary

This program is serving our campus and community. Some steps for aligning all MGMT core courses into the BA degree and better articulation with Main Campus could be initiated for next year's round of curriculum.

Valencia Campus Program Review Rubric

Adapted from Kansas State University Office of Assessment

Program:

Contact Person(s):

- I. Description of the Program's Mission**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

- II. Description of the Program's Goals**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

- III. Description of Program's Assessment**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

- IV. Changes in Trends in Enrollment (over the last 5 years)**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

- V. Program Funding and Facilities-Budget Report**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

- VI. Articulation with Main Campus**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

- VII. Summary**
 - A. Does Not Meet Expectations
 - B. Meets Expectations, But Section Needs Revision
 - C. Meets Expectations, No Revisions Required

Overall Comments: (Please write comments that explain strengths and weaknesses as noted in the rubric.)

Adapted from Kansas State University Office of Assessment

Overall Comments (continued):