

Spring 2016

# Business 2016 Los Alamos Self-Study & Documents

University of New Mexico - Los Alamos Campus

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## Recommended Citation

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## Academic Department and Program Review

The Academic Program Review process at UNM-Los Alamos has been developed to complement the on-going institutional effectiveness process and to become a vital part of institutional planning. The program review is a comprehensive, systematic method of evaluation and review of achievement conducted every 3-5 years within academic programs for the following purposes:

1. To improve teaching and learning
2. To evaluate and analyze current practices
3. To promote faculty discussion about curriculum within a program
4. To ensure that program planning is related to goals at the institutional, programmatic, and course levels
5. To evaluate program support in the areas of technology, equipment, supplies, facilities and staffing

The program review process at UNM-LA is comprehensive and cyclical and consists of the following components:

1. The development of a written report by program faculty and Department Chair
2. Submission to Dean of Instruction for review
3. Submission to Institutional Effectiveness Committee
4. Recommendation report from the IE committee to the department
5. Response from the department about planned changes as a result of the process

### 1. Academic Department and Program Information

Complete information regarding the Department

Full Official Name of Academic Department:

Business-IT-Computer Sciences

Submission Date of Department/Program Review:

6-10-2016

Names of Chairperson or Coordinator and any participating faculty:

Sharon Hurley Johns (Department Chair)

Purpose or Mission Statement for the Department

Provide education to students in New Mexico in areas of CS, IT and Business

List the goals/objectives (measurable) for the Academic Department:

1. Provide training and education for students to enter the workforce after completing

- their 2 year degree or certificate program.
2. Prepare students to transfer to other institutions to complete four-year degrees.
  3. Increase enrollment in the degree programs (Cs, IT and Business).
  4. Staff the departments sufficiently to maintain high instructional standards.

Explain How the Mission and Goals for the Academic Department Support UNM-LA's Mission and Goals:

The department's goal is to increase education within the areas of CS, IT, and business. This aligns with the university goals of preparing students for transfer degrees and to enter the workforce.

Complete for each Academic Degree program and certificate:

Program 1.

Full Official Name of Academic Program:

Computer Science

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

Graduates will have a broad understanding of computer science concepts. This is a transfer degree program designed for students interested in pursuing a baccalaureate degree in computer science. Program content is based upon the computer science baccalaureate degree offered at UNM Albuquerque campus in the School of Engineering.

List the goals/objectives (measurable) for the Academic Program:

Demonstrate an understanding of fundamentals of computer science concepts.  
Students will develop basic competence in at least one high-level programming language.  
Develop and analyze simple algorithms.  
Demonstrate an understanding of professional and social issues and responsibilities

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

These specific goals for computer science further the university's mission of preparing for transfer and pathways to careers. These goals focus on knowledge, skills and responsibility.

Program 2.

Full Official Name of Academic Program:

AAS Information Technology with Cybersecurity

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

This program is designed to develop skills that will assist a student in gaining entry-level employment in an information technology field such as computer security technician, technical

support, and network administration. Install and deploy operating systems to support an organization's IT infrastructure.

List the goals/objectives (measurable) for the Academic Program:

Demonstrate an understanding of introductory networking concepts and techniques  
Demonstrate an understanding of social and ethical issues and related crimes in information technology.  
Demonstrate an ability to select, install and deploy operating systems to support an organization's IT infrastructure.  
Demonstrate an understanding of the skills to assist others with computer related questions and working a help desk.

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

These specific goals for information technology further the university's mission of preparing for transfer and pathways to careers. These goals focus on knowledge, skills and responsibility.

Program 3.

Full Official Name of Academic Program:

AA Pre-Business Administration

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

This degree program is designed to introduce students to the field of Business Administration/Management and to provide the first two years of the Bachelor of Business Administration program offered by the Robert O. Anderson Schools of Management at UNM Albuquerque Campus. Graduates have a broad understanding of functional management areas and the environment in which businesses operate.

List the goals/objectives (measurable) for the Academic Program:

Demonstrate a broad knowledge of the role and application of management principles in business and society  
Demonstrate an understanding of fundamental accounting processes and the concepts underlying these processes.  
Demonstrate an understanding of microeconomic principles including supply, demand and prices.  
Demonstrate an understanding of macroeconomic principles including aggregate supply, aggregate demand, and macroeconomic policies.

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

These specific goals for the Pre-Business program further the university's mission of preparing for transfer. These goals focus on knowledge, skills and responsibility, and direct the students toward entry into the Anderson School of management at main campus.

Program 4.

Full Official Name of Academic Program:

AAS Accounting

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

This degree program is designed to help students prepare for entry into the accounting field as accounting clerks or technicians. The core courses in general education combined with computer applications provide the necessary skills for success in today's changing business world. Students will become proficient in basic accounting principles: manual and computerized journals; posting; adjustments; monthly statements; payroll; bank reconciliations; cash flow reports; invoices; and the basics of taxes. Some, but not all, of the required courses will transfer to a BBA program at UNM Albuquerque Campus. Students planning to seek a four-year degree in accounting or another business field should pursue an Associate of Arts in Pre-Business Administration. Graduates have a broad understanding of basic accounting principles and the environment in which businesses operate.

List the goals/objectives (measurable) for the Academic Program:

Apply financial accounting procedures and principles including journalizing, posting and preparing primary financial statements  
Model fundamental managerial accounting processes and the concepts underlying these processes  
Explain microeconomic principles including supply, demand and price as market regulator.  
Relate macroeconomic principles and policies to real life and situations.

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

This degree program is designed to help students prepare for entry into the accounting field as accounting clerks or technicians. This aligns with the university goal of creating pathways to careers.

Program 5.

Full Official Name of Academic Program:

A.A.S. Business. marketing or management concentration available

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

Graduates have a broad understanding of basic management principles and the environment

in which businesses operate. The Associate of Applied Science in Business has two concentrations, one in Management and one in Marketing. This program is designed for students preparing for a career in business. The broad-based curriculum includes the use of microcomputers and their applications and focuses on the fundamentals of business, with the opportunity to focus on either management or marketing as a concentration.

List the goals/objectives (measurable) for the Academic Program:

Apply basic financial accounting skills including interpreting primary financial statements.  
Model fundamental managerial accounting processes and the concepts underlying these processes  
Explain microeconomic principles including supply, demand and price as market regulator.  
Relate macroeconomic principles and policies to real life experiences and situations.

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

This program is designed for students preparing for a career in business. This aligns with the university goal of preparing pathways for careers.

Program 6.

Full Official Name of Academic Program:

CERT Accounting

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

This certificate represents completion of a course of studies related to the field of Accounting. It may be used as a terminal certificate with subsequent entrance into the work force, or it may form the basis for additional course work leading to an associate's degree in other fields. Graduates have a broad understanding of basic accounting principles and the environment in which businesses operate.

List the goals/objectives (measurable) for the Academic Program:

Apply financial accounting procedures and principles including journalizing, posting and preparing primary financial statements.  
Model fundamental managerial accounting processes and the concepts underlying these processes  
Prepare basic financial statements using accounting software  
Compose basic tax forms and discuss ethical issues of tax compliance

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

This program is designed for students preparing for entry level positions in bookkeeping. This aligns with the university goal of preparing pathways for careers.

Program 7.

Full Official Name of Academic Program:

Cert Business

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

Graduates have a broad understanding of basic management principles and the environment in which businesses operate. This certificate represents completion of a course of studies related to the field of Business, with a concentration in either Management or Marketing. It may be used as a terminal certificate with subsequent entrance into the work force, or it may form the basis for additional course work leading to an associate's degree.

List the goals/objectives (measurable) for the Academic Program:

Apply basic financial accounting skills including interpreting primary financial statements.  
Explain microeconomic principles including supply, demand and price as market regulator.  
Prepare spreadsheets using appropriate software

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

This program is designed for students preparing for entry level positions in business. This aligns with the university goal of preparing pathways for careers.

Program 8.

Full Official Name of Academic Program:

CERT Office Communications and Technology

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

The Certificate in Office Communications and Technology covers the skills required for effective administrative support. The program is designed for students seeking positions as administrative assistants, office assistants, and secretaries in technical/scientific government or private business office environments.

List the goals/objectives (measurable) for the Academic Program:

Prepare spreadsheets using appropriate software  
Apply basic financial accounting skills including interpreting primary financial statements.  
Understand basic office communication skills

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

This program is designed for students preparing for entry level positions as secretaries and administrative assistants. This aligns with the university goal of preparing pathways for careers.

Program 8.

Full Official Name of Academic Program:

AAS Office Communications and Technology

Names of Chairperson or Coordinator and any participating faculty:

Dr. Sharon Hurley Johns

Purpose or Mission Statement for the Academic Program:

The Associate of Applied Science Degree in Office Communications and Technology covers the skills required for effective administrative support. The program is designed for students seeking positions as administrative assistants, office assistants, and secretaries in technical/scientific government or private business office environments.

List the goals/objectives (measurable) for the Academic Program:

Prepare spreadsheets using appropriate software  
Apply basic financial accounting skills including interpreting primary financial statements.  
Understand basic office communication skills.

Explain How the Mission and Goals for the Academic Program Support UNM-LA's Mission and Goals:

This program is designed for students preparing for entry level positions as secretaries and administrative assistants. This aligns with the university goal of preparing pathways for careers.

2. Assessment

Has a Program Assessment Plan been created and submitted for each program in the department?

YES \*    NO    NA

If "YES", please give date of submission for each and explain any changes you expect to make to each plan. (Please attach all plans to the end of this report.)

CS	November 2014
IT	November 2014
AA Pre business	November 2014
AAS Accounting	November 2014
AAS Business	November 2014
Cert Accounting	May 2015
Cert business	May 2015
*Cert Office Communications and Technology      N/A This program was schedule to be removed from the catalogue. Therefore no program assessment was completed.	



That decision is now being re-assessed. If the program continues at UNM LA, a program assessment will be completed.
*AAS Office Communications and Technology N/A This program was schedule to be removed from the catalogue. Therefore no program assessment was completed. That decision is now being re-assessed. If the program continues at UNM LA, a program assessment will be completed.

If "NO", when do you expect to have each plan completed?

--

Has a Program Assessment Report been submitted for each program in the department? (Please attach the most current Assessment Report to the end of this review.)

YES\*    NO    NA

If "YES", give the date of submission for each and describe any changes being planned as a result of the assessment?

CS 2014	November	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
IT 2014	November	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
AA Pre business 2014	November	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
AAS Accounting 2014	November	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
AAS Business 2014	November	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
Cert Accounting	May 2015	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
Cert business	May 2015	We will use the data and assessment results to determine effect of changes should be made to the curriculum.
*AAS Office Communications and Technology N/A This program was schedule to be removed from the catalogue. Therefore no program assessment was completed. That decision is now being re-assessed. If the program continues at UNM LA, a program assessment will be completed.		n/a
*Certificate in Office Communications and Technology N/A This program was schedule to be removed from the catalogue. Therefore no program assessment was completed. That decision is now being re-assessed. If the program continues at UNM LA, a program assessment will be completed		n/a

If "NO", when do you expect to have each report completed?

Does the use of assessment processes result in continuous improvement in the program/unit?

YES  NO

If yes, describe some of the recent improvements that have come about in response to needs identified through these evaluation processes:

Instructors are using results to make needed changes to instruction and delivery of courses. Implemented new textbooks, new seating arrangements, change in classroom .

### 3. Personnel (Faculty)

Please answer these questions about your department.

Number of Core Faculty:

4

Number of Part Time

12

Faculty:

Do the programs in the department have a "champion?" This could be a department/program chair or a volunteer. YES  NO

If Yes, please enter name(s) for each program.

Dr. Sharon Hurley Johns, for all programs in this department.

Please list all existing Support positions: (Example: Lab Tech)

n/a

Is the number of personnel adequate to support your department and program areas?

YES  NO

If "NO", explain below.

We need additional instructors, materials etc.

Does the evidence exist to show that faculty members teaching in this department have involved themselves with our in-service training (Faculty orientation and/or Faculty Assembly events) and other professional development?

YES  NO

If "NO," please explain:

The majority of the faculty in the department are Temporary part time adjunct instructors with full time jobs elsewhere. These instructors typically only teach one or two courses a year. They do not typically participate in professional development activities.

Please complete the faculty information in the table on the next page, including faculty credentials and courses each faculty has taught.

Faculty Roster Form  
Qualifications of Full-Time and Part-Time Faculty

Name of Department: [Business, Information Technology, Computer Technology, and Computer Science](#)

Academic Term(s) Included: [Fall 2015-](#)

Date Form Completed:

Complete the following table with faculty names (both core and TPT) and highest degree for each. Are Academic credentialing forms and transcripts and/or copies of relevant certifications on file

Faculty Name	C, TPT D, UN, UT List all that apply	Courses Taught for the last 3 academic years (Include term & course number) List all that apply	Academic degrees & graduate coursework (if needed to qualify to teach); Include certifications, work experience if needed to qualify to teach a course	Completed Academic Credentialing form	Transcripts on file	Copies of certifications on file IF APPLICABLE
<a href="#">Hurley Johns, Sharon</a>	C	<a href="#">ECON 105; 106; MGMT 101; 202; BSTC 293</a>	<a href="#">BS-Geography; MACC- Accounting; PhD-Accounting (Minor-Economics), CPA</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<a href="#">Rooney, Cynthia</a>	C	CEO not currently teaching	PhD Accounting (minor Org Behavior), MBA, BS-- Accounting, CPA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<a href="#">Beach, Tom</a>	C	<a href="#">ASTR 101, 101L; CS 150L; CT 102; MATH 121; MATH 107</a>	PhD-Physics (Major: Astrophysics; BS-Physics; BS- Math; BS-Computer Science & Astronomy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
<a href="#">Stidham, Zandree</a>	C	<a href="#">ENGL 110, 113, 219, 120; UNIV 101 BSTC 203</a>	BA-English & Biology; MA- English (Rhetoric & Comp); PhD-Education (Language, Lit, and Comp)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<a href="#">Kiscaden, Chris</a>	TPT	<a href="#">CS 150/CT 102; BSTC 111; IT 111; CT 106; CT 102</a>	BBA-Management Information Systems & General Management; MBA- Operations Science & Production Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Loy, Laura	TPT	MGT 222; BSTC 114; BSTC 118		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Erhart, Victoria	TPT	BSTC 116; 113; 202; 204; 117; 115; 158; RELG 107; ECON 212	BA-Liberal Arts; MA-Humanities/Religious Studies; MBA-Business	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Becich, Raymond	TPT	MGMT 113	BA-Political Science/Communication; MS-Health Care Administration & Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Keeney, Barry	TPT	IT and CS		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Schmidt, Andrea	TPT	MATH 121; 150; 121; 107; 011/012/021/022; CS 151L	BS-Applied Math & CS; MS-Applied Math; PhD-ECE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Hudson, Marc	TPT	CT 111		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Williams, Lynne	TPT	IT 119, IT 130	BA-Fine Arts; AAS-Computer Technology; MS-Information Tech; PhD-Information Tech & Security	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Faulkner, James	TPT	IT and CS		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bilberry, Debra	TPT	MGMT 102/102L; 101/101L	BA-Business Administration/Accounting ; MBA-Accounting/Business	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Stafford, Brian	TPT	CS		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bailey, DeBray	TPT	DMA 101		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

C, TPT: Core, Temporary Part-time (adjunct); D, UN, UT: Developmental, Undergraduate Nontransferable, Undergraduate Transferable

4. Student Success and Achievement

Please answer these questions about each program within your department.  
 (Enrollment, Retention, Graduates and Licensing Exams)

Degree Program Name: [AA Pre-Business Administration](#)

Academic Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
<a href="#">2015-2016</a>	<a href="#">30</a>	<a href="#">36</a>	<a href="#">3</a>			
<a href="#">2014-2015</a>	<a href="#">41</a>	<a href="#">40</a>	<a href="#">4</a>			
<a href="#">2013-2014</a>	<a href="#">51</a>	<a href="#">52</a>	<a href="#">7</a>			
<a href="#">2012-2013</a>	<a href="#">53</a>	<a href="#">55</a>	<a href="#">4</a>			
<a href="#">2011-2012</a>	<a href="#">64</a>	<a href="#">75</a>	<a href="#">4</a>			
<a href="#">2010-2011</a>	<a href="#">66</a>	<a href="#">77</a>	<a href="#">3</a>			

Degree Program Name: [AAS Accounting](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
<a href="#">2015-2016</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">1</a>			
<a href="#">2014-2015</a>	<a href="#">10</a>	<a href="#">12</a>	<a href="#">3</a>			
<a href="#">2013-2014</a>	<a href="#">10</a>	<a href="#">9</a>	<a href="#">1</a>			
<a href="#">2012-2013</a>	<a href="#">9</a>	<a href="#">11</a>	<a href="#">0</a>			
<a href="#">2011-2012</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">0</a>			
<a href="#">2010-2011</a>	<a href="#">5</a>	<a href="#">7</a>	<a href="#">1</a>			

Degree Program Name: [AAS Business](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
<a href="#">2015-2016</a>	17	22	0			
<a href="#">2014-2015</a>	16	21	0			
<a href="#">2013-2014</a>	11	12	1			
<a href="#">2012-2013</a>	8	10	0			
<a href="#">2011-2012</a>	11	9	0			
<a href="#">2010-2011</a>	8	10	0			

Degree Program Name: [AAS Digital Media Arts](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
<a href="#">2014-2015</a>	1	1	0			
<a href="#">2013-2014</a>	9	7	3			
<a href="#">2012-2013</a>	12	10	0			
<a href="#">2011-2012</a>	11	10	0			
<a href="#">2010-2011</a>	8	9	0			

Degree Program Name: [AAS Information Technology Cybersecurity](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2015-2016	15	18	0			
2014-2015	12	11	0			

Degree Program Name: [AAS Office Communication & Technology LA](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2014-2015	1	1	0			
2013-2014	1	1	0			
2012-2013	2	2	0			
2011-2012	3	2	0			
2010-2011	2	2	0			

Degree Program Name: [AS Computer Science](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
<a href="#">2015-2016</a>	2	1	0			
<a href="#">2014-2015</a>	5	4	0			
<a href="#">2013-2014</a>	15	13	1			
<a href="#">2012-2013</a>	15	14	0			
<a href="#">2011-2012</a>	16	16	0			
<a href="#">2010-2011</a>	23	20	0			

Degree Program Name: [CERT Accounting](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
<a href="#">2013-2014</a>	1	1	0			
<a href="#">2012-2013</a>	1	1	0			
<a href="#">2011-2012</a>	1	1	0			
<a href="#">2010-2011</a>	2	1	0			

Degree Program Name: [CERT Office Communication & Technology LA](#)

Year (At least Past Three Years)	Fall number of Majors	Spring number of majors	Number of Annual Graduates	Name of State or National Licensing/Certification Examinations, # of Students Taking Examinations, and % of Students Passing Examinations for each academic year IF APPLICABLE		
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				Name of Examination	Number of students taking exam	Number of students passing exam
2012-2013	1	1	0			
2011-2012	2	2	0			
2010-2011	1	1	0			

Course Completion Rates

Please enter all courses taught by the department.

Face-to-Face courses

Course	Number and % of Students with A, B, C						Number and % of Students with D, F						Number and % of Students with W or I						
	2013-2014		2014-2015		2015-2016		2013-2014		2014-2015		2015-2016		2013-2014		2014-2015		2015-2016		
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
BSTC 113 (1)		6-100%		8-100%		9-90%		0		0		0		0		0		0	1-10%
BSTC 114 (1)	5-100%		3-75%		3-75%		0		0		0		0		1-25%		1-25%		
BSTC 115 (1)	6-75%			9-90%		7-70%	0			1-10%		0	2-25%			0			3-30%
BSTC 116 (1)	8-100%		5-72%				0		1-14%				0		1-14%				
BSTC 117 (1)		5-100%		5-83%		6-67%		0		1-17%		0		0		0			3-33%
BSTC 118 (1)	7-88%		3-60%		5-100%		0		1-20%		0		1-12%		1-20%		0		
BSTC 193 (3)		44-86%		37-96%				1-2%		1-4%				6-12%		1-2%			
BSTC 202 (3)			7-100%						0						0				
BSTC 203 (3)		4-80%				5-46%		1-20%				3-27%		0					3-27%
BSTC 204 (3)					6-55%						4-36%							1-9%	
BSTC 212 (3)			10-91%						1-9%						0				

BSTC 218 (3)	8-100%						0						0						
BSTC 220 (3)	4-100%					4-80%	0				0		0					1-20%	
BSTC 293 (3)	16-100%		8-89%		7-88%		0		0		0		0		1-11%			1-12%	
BSTC 299 (2)		3-100%	4-80%	3-100%	2-100%	2-100%		0	0	0	0	0	0	0	1-20%	0	0	0	
CS 101 (4)	19-40%		10-50%		15-78%		4-9%		6-30%		2-11%		24-51%		4-20%			2-11%	
CS 103 (1)	2-100%		4-100%				0		0				0		0				
CS 150L (3)	2-67%	8-80%	4-66%	4-67%	4-100%	5-71%	1-33%	2-20%	1-17%	2-33%	0	2-29%	0	0	1-17%	0	0	0	
CS 151L (3)	8-80%		10-84%		7-88%		0		1-8%		1-12%		2-20%		1-8%		0		
CS 152L (3)		3-20%		5-42%		8-80%		6-40%		2-16%		0		6-40%		5-42%		2-20%	
CS 220 (3)						5-100%						0						0	
CS 241L (3)						6-100%						0						0	
CS 251L (3)			2-100%		4-80%				0		0				0			1-20%	
CS 261 (3)					4-67%					0								2-33%	
CS 293 (1)		9-69%		5-83%		8-80%		0		0		0		4-31%		1-17%		2-20%	
CT 102 (4)	3-50%	22-71%	2-67%	43-86%	2-50%	4-36%	2-33%	5-16%	1-33%	3-6%	0	5-45%	1-17%	4-13%	0	4-8%	2-50%	2-19%	
CT 106L (3)		8-73%		11-85%		11-100%		3-27%		0		0		0		2-15%		0	
CT 111 (3)		3-75%			8-100%			0			0			1-25%				0	
CT 165 (3)						2-50%						0							2-50%
CT 203 (3)				0						0						1-100%			
DMA 165 (3)			4-100%			9-90%			0			0			0				1-10%

DMA 166 (3)					4-100%					0								0	
DMA 203 (3)		4-80%		3-60%				1-20%		0				0			2-70%		
DMA 250 (3)	6						0							0					
ECON 105 (3)	15-83%	18-82%	16-100%	15-68%	22-88%	17-71%	0	0	0	4-18%	2-8%	5-21%		3-17%	4-18%	0	3-14%	1-4%	2-8%
ECON 106 (3)	10-100%	8-100%	9-90%	9-75%	14-82%	10-59%	0	0	0	1-8%	2-12%	2-12%		0	0	1-10%	2-17%	1-6%	5-29%
ECON 212 (3)				8-89%						0							1-11%		
IT 109 (3)	1-100%		1-100%		1-100%		0		0		0			0		0		0	
IT 130 (3)				2-67%		3-100%				1-33%		0					0		0
IT 141 (3)		2-100%		2-100%				0		0					0		0		
IT 145 (3)	3-60%							1-20%						1-20%					
IT 165 (3)						1-50%						0							1-50%
IT 193 (3)				3-50%						0							3-50%		
IT 260 (3)	2-100%					2-100%	0					0		0					0
IT 262 (3)					1-33%						0								2-67%
IT 293 (3)	3-100%	0					0	1-100%						0	0				
MGMT 101 (3)	8-100%			5-100%			0			0				0			0		
MGMT 101L (1)	8-100%			5-100%			0			0				0			0		
MGMT 102 (3)		8-100%			4-80%			0			0				0				1-20%
MGMT 102L (1)		8-100%			4-80%			0			0				0				1-20%
MGMT 158 (3)		8-80%			7-78%			1-10%			1-11%			1-10%					1-11%
MGMT 202 (3)		5-56%	11-100%		9-64%			2-22%	0		2-15%			2-22%	0				3-21%

MGMT 222 (3)	4-80%			4-100%			0			0			1-20%			0		
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Online Instruction, if applicable

Course	Number and % of Students with A, B, C						Number and % of Students with D, F						Number and % of Students with W or I					
	2013-2014		2014-2015		2015-2016		2013-2014		2014-2015		2015-2016		2013-2014		2014-2015		2015-2016	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
BSTC 111 (3)			6-74%		8-62%				1-13%		1-7%				1-13%		4-31%	
CS 102 (1)	6-100%		3-60%		4-100%		0		0		0		0		2-40%		0	
CS 150L (3)	13-76%	17-81%	17-77%	27-90%	37-80%	23-79%	3-18%	1-5%	3-14%	2-7%	3-7%	1-4%	1-6%	3-14%	2-9%	1-3%	6-13%	5-17%
CS 220 (3)		3-100%						0						0				
CT 102 (4)	10-71%	5-63%	5-83%	7-88%	13-68%	4-80%	0	1-12%	0	0	1-6%	1-20%	4-29%	2-25%	1-17%	1-12%	5-26%	0
CT 106L (3)				7-78%					0							2-22%		
CT 202 (3)				4-67%		2-18%			0		0					2-33%		9-82%
IT 111 (3)			2-67%		0				0		2-100%				1-33%		0	
IT 119 (3)	8-67%		8-73%		9-75%		3-25%		3-27%		1-8%		1-8%		0		2-17%	
IT 226 (3)	6-86%						1-14%						0					
IT 231 (3)		2-100%				3-75%		0				1-25%		0				0
IT 260 (3)		1-100%						0						0				
MGMT 113 (3)	18-78%	20-80%	27-90%	24-75%	21-72%	27-84%	5-22%	5-20%	2-6%	6-19%	2-7%	2-7%	0	0	1-4%	2-6%	6-21%	3-9%

Please describe any observed trends in the enrollment and retention of students in the program.

The online courses have incurred the highest growth. Econ 106 has been moved to online with significant growth in enrollment. Overall the total number

of students in these programs has increased.

5. Curriculum, Facilities, Equipment, and Financials

Curriculum

In the first box, list all catalog courses which are service courses in the department. This would include course taught by the department which are general education courses or other courses for general use, and not necessarily for a specific degree in the department. For areas such as Math and Communications, this would include most of the courses. In the remaining boxes, list courses which are specific to departmental degrees. Do not include courses taught by a different department. Indicate how many sections were successfully offered during each of the last six semesters (3 years); include courses that have not been taught at all.

Department Service Courses:

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
Econ 105	1	1	1	1	1	1
Econ 106	1	1	1	1	1	1
DMA 203		1				
DMA 101						
DMA 165		1				
DMA 166	1		1			
DMA 250			1			
CT 111	1		1			
CS 150	2	2	1	1	1	1
CT 102	2	2	1	1	1	1
ECON 212					1	
CT 106				1	1	
CT140						
CT 202				1	1	
CT 203					1	

Program Name: Computer Science

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
CS 101	1	1	1			
CS 151L	1	1	1			
CS 220				1	1	1
CS 241L				1	1	1
CS 251L	1	1	1			
CS 261	1	1	1			
CS 152				1	1	1
CS 293				1	1	1

Program Name: IT Cybersecurity

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
IT 119	1	1	1			
IT 141				1	1	1
IT 231				1		1
IT 130				1	1	1

IT 250	1	1				
IT 260				1	1	1
IT 262					1	1
IT 265						
IT 271						
IT 293						
IT 109	1					

Program Name: AA Pre-Business

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGT 202	1	1				1
MGT 113	1	1	1	1	1	1
MGT 158	1					1
MGT 222			1		1	

Program Name: AAS ACCOUNTING

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	
MGMT 101L			1		1	
MGMT 102	1					1
MGMT 102L	1					1
MGMT 113	1	1	1	1	1	1
MGMT 158	1					1
BSTC 202		1				
BSTC 212		1				
BSTC 218			1			
BSTC 220			1	1		
BSTC 203				1		1
BSTC 204	1	1				
ELECTIVES						
BSTC 111	1	1				
BSTC 113				1	1	1
BCTC 114	1	1	1			
BCTC 115			1	1	1	1
BSTC 116	1	1	1			
BSTC 117				1	1	1
BSTC 118	1	1	1			
BSTC 293, PERS FINANCE	1	1	1			
BSTC 193					1	1
MGMT 222			1		1	

Program Name: AAS BUSINESS, MANAGEMENT CONC.

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	

MGMT 101L			1		1	
MGMT 102	1					1
MGMT 102L	1					1
MGMT 113	1	1	1	1	1	1
MGMT 158	1					1
BSTC 203				1		1
BSTC 204	1	1				
BSTC 113				1	1	1
BSTC 218			1			
BCTC 114	1	1				1
BCTC 115			1	1	1	1
BSTC 116	1	1	1			
BSTC 117				1	1	1
BSTC 118	1	1	1			
ELECTIVES						
BSTC 111	1	1				
BSTC 202		1				
BSTC 212		1				
BSTC 193					1	1
BSTC 293, PERS FINANCE	1	1	1			

Program Name: AAS BUSINESS, MARKETING CONC

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	
MGMT 101L			1		1	
MGMT 102	1					1
MGMT 102L	1					1
MGMT 158	1					1
BSTC 203				1		1
MGMT 222			1		1	
BCTC 114	1	1				1
BCTC 115			1	1	1	1
BSTC 116	1	1	1			
BSTC 117				1	1	1
BSTC 118	1	1	1			
ELECTIVES						
BSTC 111	1	1				
BSTC 113				1	1	1
BSTC 193					1	1
BSTC 293, PERS FINANCE	1	1	1			
BSTC 202		1				
BSTC 212		1				
BSTC 204	1	1				
BSTC 220			1	1		



Program Name: CERTIFICATE ACCOUNTING

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	
MGMT 101L			1		1	
MGMT 102	1					1
MGMT 102L	1					1
MGMT 113	1	1	1	1	1	1
BSTC 202		1				
BSTC 212		1				
ELECTIVES						
BSTC 203				1		1
BSTC 204	1	1				
BSTC 193					1	1
BSTC 293, PERS FINANCE	1	1	1			
MGMT 158	1					1

Program Name: CERTIFICATE BUSINESS

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	
MGMT 101L			1		1	
MGMT 102	1					1
MGMT 102L	1					1
MGMT 113	1	1	1	1	1	1
BSTC 203				1		1
BSTC 204	1	1				
BSTC 220			1	1		
BSTC 113				1	1	1
BCTC 114	1	1	1			
BCTC 115			1	1	1	1
BSTC 116	1	1	1			
BSTC 117				1	1	1
BSTC 118	1	1	1			

Program Name: AAS OFFICE COMMUNICATION AND TECHNOLOGY

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	
MGMT 101L			1		1	
MGMT 113	1	1	1	1	1	1
MGMT 158	1					1
BSTC 202		1				
BSTC 203				1		1

ELECTIVES						
BSTC 113				1	1	1
BCTC 114	1	1	1			
BCTC 115			1	1	1	1
BSTC 116	1	1	1			
BSTC 117				1	1	1
BSTC 118	1	1	1			
BSTC 204	1	1				
BSTC 193					1	1
BSTC 293, PERS FINANCE	1	1	1			

Program Name: CERTIFICATE OFFICE COMMUNICATIONS AND TECHNOLOGY

Course Number	Fall Semester			Spring Semester		
	2015	2014	2013	2016	2015	2014
MGMT 101			1		1	
MGMT 101L			1		1	
MGMT 113	1	1	1	1	1	1
BSTC 202		1				
BSTC 203				1		1
BSTC 113				1	1	1
BCTC 114	1	1	1			
BCTC 115			1	1	1	1
BSTC 116	1	1	1			
BSTC 117				1	1	1
BSTC 118	1	1	1			

#### Facilities and Equipment

Briefly describe the facilities occupied by your Department/Academic program. (i.e. classrooms, offices, labs, etc.)

Shared office space, two department chairs sharing one office. We also use classrooms. No labs.

Is the space adequate to support the mission of your program for day and evening classes, if applicable?

YES  NO

If no, please explain

We need additional large classrooms. Macroeconomics typically has large numbers of students. Available classroom space is limited.

Briefly describe current types equipment (does not need to be extremely detailed) used by your Department/Academic program and indicate.

n/a

Is the equipment adequate to support the mission of your program for day and evening classes, if applicable?

YES  NO

If no, please explain

Financial Information

Is the budget information available to department and program chairs?

YES  NO

What is the total budget for the department including adjunct faculty (TPT) for the last academic year (2015-2016)?

Budgeted amount	
CS	\$41,594
IT	\$55119
Business	\$51250
Finance data pulled from Banner, Organization budget status report, FGIBDST. These numbers include core faculty salaries and TPT salaries. Actual expenditures vary from budget slightly.	

Indicate departmental (program courses and/or departmental support courses) enrollment for the past 5 years for fall and spring.

Numbers	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Course Enrollments (number of students)										
Business	150	178	132	212	129	160	123	155	147	120
CS	80	39	87	42	95	62	71	54	92	67
CT, DMA, IT	55	104	65	105	56	65	41	103	55	63
Total Course Enrollments for Academic year	606		643		567		547		544	
	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016	
	fall	Spring	Spring	Fall	Fall	Spring	Fall	Spring	Fall	Spring
Student Credit Hours for Department/Program										
Business	249	275	256	322	313	439	331	404	411	300
CS	145	78	201	96	286	160	215	150	287	181
CT, DMA, IT	127	182	150	169	233	255	93	364	182	205
Total Student Credit hours for Academic year										
Business	524		578		752		735		711	
CS	223		297		446		365		468	
CT, DMA, IT	309		319		488		457		387	

Please give an approximate cost of the department per credit hour. (Amount expended ÷ number of credit hours generated) for each academic year.

Business

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Amount expended for year	5		\$53,463.71	\$57,610.90	\$50,729.34

Cost per credit hour	90.57	91.21	\$71.10	\$78.38	\$71.35
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CS

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Amount expended for year			\$47,812.76	\$31,016.77	\$18,151.29
Cost per credit hour	251.48	221.39	\$107.20	\$84.98	\$38.78

CT/DMA/IT

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Amount expended for year			\$39,566.58	\$49,850.47	\$54,712.74
Cost per credit hour	155.03	148.82	\$81.08	\$109.08	\$141.38

Has the department pursued any external sources of funding such as grants?

YES  NO

Please explain.

NSF grant for cybersecurity.

Does the department have any plans to pursue external sources of funding?

YES  NO

Please explain.

Applying for another NSF grant for Cyber education; pursuing becoming a CISSP certified training site which will also generate revenues.

Indicate the approximate amount of fee dollars generated for the last 3 years.

Fall Semester Course number	2015	2014	2013
BSTC 111	500	400	0
MGMT 113	1150	1500	1150
CS 101	680	960	920
CS 102	125	125	
CS 103		50	20
CS150	120	180	90
CS 150	2050	850	750
CS 151	240	360	240
CS 251	120	180	
CS 261	120		
CT 102	80	120	200
CT 102	900	100	
CT 111	240		
DMA 165		180	

DMA 166	120		
DMA 250			180
IT 111	100	150	
IT 119	500	550	550
IT 145			120
IT 226			350
IT 262	60		
MGMT 113	1500	1250	950
BSTC 111			250
IT 130	90		100
IT 141	60	60	
IT 124			90
IT 165			90
IT 132			90
IT 193	90		
IT 148			120
IT 231	100		
IT 225			120
IT 260			
CS 150	210	180	
CS 150	1300	1500	800
CS 152	240	240	240
CS 220	150		
CS 241	180		120
CS 170			120
CT 102	40	280	
CT 102	400	300	350
CT 103			210
CT 106	400		
CT 111		90	
CT 125			120
CT 165			
CT 202	200		300
CT 203	30		
DMA 165			210
DMA 203	240	150	120

Fees collected for LIVE CLASSES only and NO DUAL CREDIT students:

Course fees collected	2013-2014	2014-2015	2015-2016
Business	0	0	0
CS	\$2080	\$1980	\$2110
CT/DMA/IT	\$1360	\$700	\$2010
Totals per year	\$5450	\$2680	\$4120

Is adequate financial support available to meet the needs of this program?

YES  NO

If "NO", please explain.

## 6. SUMMARY

After completing the above review of your program, synthesize the data you have provided, focusing on both the program's strengths and weaknesses. Answer the following questions:

- a. Is the program contributing to the mission/strategic plan?
- b. Is the program contributing to the general education of students?
- c. Describe the overall strengths of the program.
- d. Describe the overall weaknesses (opportunities for improvement) of the program.
- e. Within existing resources, how can the program be improved, more students recruited, obtain certification (if applicable)?
- f. Describe actions to be taken as a result of this review, including instructional resource and practices, and curricular changes to be made.

A. All of these programs are contributing to the mission of the university. We are preparing students to both enter the workforce and to go on to upper division courses.

b. These programs contribute to the general education of students and prepare students to enter the workforce or move on to upper division courses.

c. The strengths of the program are found in our small class sizes and the quality of faculty teaching in the program.

d. The IT program is a very new program in infancy state. As the program matures and more students enter the IT cyber program, costs per credit hour will decrease. The old IT degree program was phased out, hence many courses were allowed to continue with only a few students. Overall costs will decrease for the It program once we have higher number of students in the IT classes.

e. Plans are being developed to pursue becoming a CISSP certified training facility for cybersecurity.

f. Changes to be considered: the future of the Office Communication and Technology degrees.

## 7. Subsequent reviews

*After completing the above template, compare it to your most recent past review and answer the following questions*

1. Describe and evaluate any major changes in the program (a. changes in the overall discipline or field; (b) student demand; (c) societal need; (d) institutional reason for offering the degree; (e) other elements appropriate to the discipline in questions; and (f) other)

2. Describe actions taken since the last review, including instructional resources and practices, and any curricular changes.