UNM LOS ALAMOS

Academic Department and Program Review

2017-2018 Academic Year

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 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 Institutional Effectiveness Committee*
3. *Recommendation report from the IE committee to the department*
4. *Submission to Dean of Instruction for review*
5. *Recommendation from the Dean of instruction to the department*
6. *Response from the department about planned changes as a result of the process*

The following information will be considered during the review for each department and program.

- *Overview of the department including disciplines and programs*
- *Mission of the department*
- *Mission of each program being reviewed*
- *Goals for each program being reviewed*
- *Curriculum*
- *Continuous improvement (Assessment)*
- *Students*
- *Faculty*
- *Resources and planning*
- *Facilities*
- *Program comparisons and articulation with UNM or other entities if appropriate*
- *Summary and future direction*

I.   Introduction, Background, and Mission

Provide a brief description of your department including disciplines and programs within the department by completing the areas below.

General Information

Date of submission

July 23, 2018

Name and Description of Department. Please include names of all degree programs within the department.

Business/Arts/Applied Science Division

History of Programs: Please provide information about each program being reviewed, including known history, date started, etc.

Please describe any advisory committees for programs being reviewed, and list names of members. Also indicate if there is no advisory committee and if one is planned.

n/a

Do you have outside accreditations or do you plan to pursue them? If not please indicate that you do not have external accreditations.

n/a

Provide a summary of the last Academic Program Review for the department and each program being reviewed this year. Include the date it was conducted, a summary of the findings, and a summary of the action plan made as a result of the recommendations, as well as any actions you have taken.

The last Academic Program Review was completed in summer 2016. It was conducted on 6/10/16. 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.

Findings: 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.

These programs contribute to the general education of students and prepare students to enter the workforce or move on to upper division courses. The strengths of the program are found in our small class sizes and the quality of faculty teaching in the program.

Action plan: not specified.

Provide the mission and vision of both the department and each program being reviewed. How does this vision and mission support UNM-LA's mission and goals, as well as the mission and goals of UNM? How does the program benefit the students from the area? When the students complete the program, will they likely transfer or find a job? What types of jobs will they be prepared to find?

Department mission: Provide education to students in New Mexico in areas of Arts, Applied Sciences and Business

AA Pre-Business mission: 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.

AAS Accounting mission: 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.

AAS Business mission: 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.

Cert Accounting mission: 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.

Cert Business mission: 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.

AAS Office Communications and Technology: 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.

Certificate in Office Communications and Technology: 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.

II.   Program Goals

Complete for each Academic Degree program and certificate:
     Program 1.
Full Official Name of Academic Program.

AA Pre-Business Administration

List the learning goal(s) (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 the manner in which learning goals are communicated to students and provide specific examples.

Discussed in class and presented on the syllabus.

Provide examples of how satisfaction of the program goals serves constituents.

These goals focus on knowledge, skills and responsibility, and direct the students toward entry into the Anderson School of management at main campus.

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

>

Program 2.

Full Official Name of Academic Program.

> AAS Accounting

List the learning goal(s) (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 the manner in which learning goals are communicated to students and provide specific examples.

> In class and presented on the course syllabus.

Provide examples of how satisfaction of the program goals serves constituents.

> This degree program is designed to help students prepare for entry into the accounting field as accounting clerks or technicians.

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

>

Program 3.

Full Official Name of Academic Program.

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

List the learning goal(s) (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 the manner in which learning goals are communicated to students and provide specific examples.

> Presented in class and on the course syllabus

Provide examples of how satisfaction of the program goals serves constituents.

> This program is designed for students preparing for a career in business.

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

>

Program 4.
Full Official Name of Academic Program.

CERT Accounting

List the learning goal(s) (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 the manner in which learning goals are communicated to students and provide specific examples.

Presented in Class and on the course syllabus

Provide examples of how satisfaction of the program goals serves constituents.

This program is designed for students preparing for entry level positions in bookkeeping.

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

Program 5.
Full Official Name of Academic Program.

Cert Business

List the learning goal(s) (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 the manner in which learning goals are communicated to students and provide specific examples.

Presented in class and on the course syllabus.

Provide examples of how satisfaction of the program goals serves constituents.

This program is designed for students preparing for entry level positions in business

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

Program 6.
Full Official Name of Academic Program.

AAS Office Communications and Technology

List the learning goal(s) (measurable) for the Academic Program:

Apply basic office skills and techniques in the workforce. Students learn basic financial accounting skills, computer software such as Word, Excel and Powerpoint. Students also learn to write business documents and appropriate communication skills.

> [empty box]

Explain the manner in which learning goals are communicated to students and provide specific examples.

> Presented in class and on the course syllabus.

Provide examples of how satisfaction of the program goals serves constituents.

> This program is designed for students preparing for entry level positions as office administrators and managers.

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

> n/a

Program 7.

Full Official Name of Academic Program.

> Cert Office Communications and Technology

List the learning goal(s) (measurable) for the Academic Program:

> Apply basic office skills and techniques in the workforce. Students learn basic financial accounting skills, computer software such as Word, Excel and Powerpoint. Students also learn to write business documents and appropriate communication skills.

Explain the manner in which learning goals are communicated to students and provide specific examples.

> Presented in class and on the course syllabus.

Provide examples of how satisfaction of the program goals serves constituents.

> This program is designed for students preparing for entry level positions as office administrators.

Provide examples of outreach and/or community activities offered by the program including any conferences, speakers, community service, and community participation at events. Provide an assessment of these outside activities.

> [empty box]

III.   Teaching and Learning: Curriculum

Curriculum

In the first box, list all catalog courses which are service courses in the department. This would include courses 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. Please mark all general education core classes.

Department Service Courses:

Course Number	2017-2018		2016-2017	
	Fall	**Spring**	**Fall**	**Spring**
ECON 105	1	1	1	1
ECON 106	1	1	2	1

Program Name: AA Pre-Business Administration

Course Number	2017-2018		2016-2017	
	Fall	**Spring**	**Fall**	**Spring**
ECON 212	0	0	0	0
MGMT 113	1	1	1	1
MGMT 158	0	0	1	0
MGMT 190	0	0	0	0
MGMT 202	1	0	1	0
MGMT 222	0	1	0	1

Please describe the general education requirement for this program.

WRITING AND SP EAKING (9 CREDIT HOURS)

  ⓖ ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

  ⓖ ENGL 120: Composition III (3)

  ⓖ ENGL 219: Technical and Professional Writing (3), or

  ⓖ ENGL 220: Expository Writing (3)

MATHEMATICS (6 CR EDIT HOURS)

  ⓖ MATH 121: College Algebra (3)

  ⓖ MATH 180: Elements of Calculus (3)

  NOTE: No mat hematics classes that are lower level than these courses may be c ounted toward the degree.

PHYSICAL AND NA TURAL SCIENCES (7 CREDIT HOURS)

  Select 7 credit hours from UNM Core Curriculum, including one course with corresponding laboratory (designated L).

SOCIAL AND BEHA VIORAL SCIENCES (9 CREDIT HOURS)

  Must include:

  ⓖ ECON 105: Introductory Macroeconomics (3)

  ⓖ ECON 106: Introductory Microeconomics (3)

  Choose one additional course from: American Studies, Anthropology, Economics, Geography, History, Political Science, PSY 105, or SOC 101.

HUMANITIES (6 CREDIT HOURS)

  Select 6 credit hours from the UNM Core Curriculum.

FOREIGN LANGUAGE (3 CREDIT HOURS)

  Select 6 credit hours from the UNM Core Curriculum.

FINE ARTS (3 CRED T HOURS)

  Select 3 credit hours from the UNM Core Curriculum.

Please describe the delivery mode for delivering classes in this program.

Face2 face and online

Program Name: AAS Accounting

Course Number	2017-2018		2016-2017	
	Fall	Spring	Fall	Spring
BSTC 113	0	1	0	1
BSTC 114	1	0	1	0
BSTC 115	0	1	0	1
BSTC 116	1	0	1	0
BSTC 117	0	1	0	1
BSTC 118	1	0	1	0
BSTC 193	1	1	0	0
BSTC 202	0	1	0	1
BSTC 203	0	1	0	0
BSTC 212	0	0	1	0
BSTC 218	0	0	1	0
BSTC 220	0	0	0	0
BSTC 293	1	0	1	0
BSTC 296	0	0	0	0
ECON 212	0		0	0
MGMT 101	1	0	1	0
MGMT 101L	1	0	1	0
MGMT 102	0	1	0	1
MGMT 102L	0	1	0	1
MGMT 105	0	0	0	0
MGMT 113	1	1	1	1
MGMT 158	0	0	1	0
MGMT 190	0	0	0	0
MGMT 222	0	1	0	1

Please describe the general education requirement for this program.

WRITING AN D SPEAKING (6 CREDIT HOURS)
- ⑥ CJ 221: Interpersonal Communications (3)
- ⑥ EN GL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

MATHEMATIC S/PHY SICAL AND NATURAL SCIENCES (6 CREDIT HOURS)
- ⑥ MA TH 121: College Algebra (3). *or*
- ⑥ MA TH 129: A Survey of Mathematics (3), *or*
- ⑥ STA T 145: Introduction to Statistics (3), *and*

Select additional 3 hours from UNM Core Curriculum in these areas.

FINE ARTS/FOREIG N LANGUAGEL/HUMANITIES AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)
- ⑥ ECO N 106: Introductory Microeconomics (3), *and*

Select additi on al 3 hours from UNM Core Curriculum in these areas.

Please describe the delivery mode for delivering classes in this program.

Face- 2-face and online

Program Name: A.A.S. Business

Course Number	2017-2018		2016-2017	
	Fall	Spring	Fall	Spring
BSTC 113	0	1	0	1
BSTC 114	1	0	1	0
BSTC 115	0	1	0	1
BSTC 116	1	0	1	0
BSTC 117	0	1	0	1
BSTC 118	1	0	1	0
BSTC 193	1	1	0	0
BSTC 202	0	1	0	1
BSTC 203	0	1	0	0
BSTC 204	1	0	0	0
BSTC 111	0	0	0	0
BSTC 212	0	0	1	0
BSTC 218	0	0	1	0
BSTC 220	0	0	0	0
BSTC 293	1	0	1	0
BSTC 296	0	0	0	0
ECON 212	0	0	0	0
MGMT 101	1	0	1	0
MGMT 101L	1	0	1	0
MGMT 102	0	1	0	1
MGMT 102L	0	1	0	1

MGMT 105	0	0	0	0
MGMT 113	1	1	1	1
MGMT 158	0	0	1	0
MGMT 190	0	0	0	0
MGMT 222	0	1	0	1

Please describe the general education requirement for this program.

WRITING AND SPEAKING (6 C REDIT HOURS)
- ⑥ ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

Select one from:
- ⑥ CJ 221: Interpersonal Communication (3)
- ⑥ CJ 130: Public Speaking (3)

MATHEMATICS/PHYSICAL AND NATURAL SCIENCES (6 CREDIT HOURS)
- ⑥ MATH 121: College Algebra (3), *or*
- ⑥ MATH 129: A Survey of Mathematics (3), *or*
- ⑥ STAT 145: Introduction to Statistics (3), *and*

Select 3 hours from UNM Core Curriculum in these areas.

FINE ARTS/FOREIGN LANGUAGE/HUMANITIES AND SOCIAL AND BEHAVIORAL SCIENCES (9 CREDIT HOURS)
- ⑥ ECON 105: Introductory Macroeconomics (3)
- ⑥ ECON 106: Introductory Microeconomics (3), *and*

Select additional 3 hours from UNM Core Curriculum in these areas.

Please describe the delivery mode for delivering classes in this program.

Face2face and online

Program Name: CERT Accounting

Course Number	2017-2018		2016-2017	
	Fall	Spring	Fall	Spring
BSTC 113	0	1	0	1
BSTC 114	1	0	1	0
BSTC 115	0	1	0	1
BSTC 116	1	0	1	0
BSTC 117	0	1	0	1
BSTC 118	1	0	1	0
BSTC 193	1	1	0	0
BSTC 202	0	1	0	1
BSTC 203	0	1	0	0
BSTC 204	1	0	0	0

BSTC 212	0	0	1	0
BSTC 220	0	0	0	0
BSTC 293	1	0	1	0
MGMT 101	1	0	1	0
MGMT 101L	1	0	1	0
MGMT 102	0	1	0	1
MGMT 102L	0	1	0	1
MGMT 105	0	0	0	0
MGMT 113	1	1	1	1
MGMT 158	0	0	1	0
MGMT 190	0	0	0	0

Please describe the general education requirement for this program.

WRITING AND SPEAKING (3 CREDIT HOURS)

ⓖ ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

MATHEMATICS (3 CREDIT HOURS)

ⓖ MATH 121: College Algebra (3) *or*

ⓖ MATH 129: A Survey of Mathematics (3) *or*

ⓖ STAT 145: Introduction to Statistics (3)

Please describe the delivery mode for delivering classes in this program.

Face2face and online

Program Name: Cert Business

Course Number	2017-2018		2016-2017	
	Fall	Spring	**Fall**	**Spring**
BSTC 113	0	1	0	1
BSTC 114	1	0	1	0
BSTC 115	0	1	0	1
BSTC 116	1	0	1	0
BSTC 117	0	1	0	1
BSTC 118	1	0	1	0
BSTC 193	1	1	0	0
BSTC 203	0	1	0	0
BSTC 204	1	0	0	0
BSTC 220	0	0	0	0
BSTC 293	1	0	1	0

MGMT 101	**1**	**0**	**1**	**0**
MGMT 101L	**1**	**0**	**1**	**0**
MGMT 102	**0**	**1**	**0**	**1**
MGMT 102L	**0**	**1**	**0**	**1**
MGMT 113	**1**	**1**	**1**	**0**
MGMT 158	**0**	**0**	**1**	**0**
MGMT 222	**0**	**1**	**0**	**1**

Please describe the general education requirement for this program.

WRITING AND SPEAKING (3 CREDIT HOURS)
- ⑥ ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

MATHEMATICS (3 CREDIT HOURS)
- ⑥ MATH 121: College Algebra (3) *or*
- ⑥ MATH 129: A Survey of Mathematics (3) *or*
- ⑥ STAT 145: Introduction to Statistics (3)

Please describe the delivery mode for delivering classes in this program.

Face2face and online

IV. Teaching and Learning: Continuous Improvement

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 have made or expect to make to each plan. **(Please attach all plans to the end of this review document.)**

Assessment plans for all programs; assessment reports completed

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

Has a Program Assessment Report been submitted for each program (currently being reviewed) 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. **(Please attach the latest report to the end of this review document.)**

Summer 2018

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

What are the student Learning Outcomes for each program being reviewed?

How are the student Learning Outcomes for each program being reviewed communicated to faculty? To students?

Learning Outcomes for each program are selected with the Division Chair and in consultation with appropriate faculty. Learning outcomes are identified on the course syllabi.

What are the direct and indirect methods for assessing the student Learning Outcomes for each program being reviewed?

Direct methods include exams and projects

Does the use of assessment processes result in continuous improvement in the program/unit?
    ☒ YES   ☐ NO

If yes, describe any changes being planned as well as the recent improvements that have come about in response to needs identified through these evaluation processes:

Rotation schedules have been developed, textbook updates as required, changing of homework assignments and projects, grading rubrics created; Additionally, all programs will be updated to align with new general ed curriculum prior to fall of 2019.

If no, outline your plans for incorporating needed improvements (as identified by your assessment) into your program.

Overall, how is the department/program engaged in a cohesive process of continuous improvement? How do you monitor the effects of the changes made?

Effects are monitored through annual assessment, interactions with faculty and review with division chairs.

V.   Students

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	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 and % of Students Passing Examinations for each academic year IF APPLICABLE

(At least Past Three Years)				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	34	27	12			
2016-2017	26	25	8			

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 and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	1	4	0			
2016-2017	9	5	2			

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 and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	14	12	2			
2016-2017	13	11	3			

Degree Program Name: AAS Office Communications and Technology

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 and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	0	0	0			
2016-2017	0	0	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 and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	0	1	1			
2016-2017	1	1	3			

Degree Program Name: CERT 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 and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	1	1	1			
2016-2017	1	1	4			

Degree Program Name: CERT Office Communications and Technology

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 and % of Students Passing Examinations for each academic year IF APPLICABLE		
				Name of Examination	Number of students taking exam	Number of students passing exam
2017-2018	0	0	0			
2016-2017	0	0	0			

Course Completion Rates

Please enter all courses taught by the department on excel spreadsheet. **See excel spreadsheet labeled "Course Completion Rates" to enter and interpret Data. Include spreadsheet as part of your Program Review package.**

Course	Number and % of Students with A, B, C					Number and % of Students with D, F					Number and % of Students with W or I			
	2017-2018		2016-2017			2017-2018		2016-2017			2017-2018		2016-2017	
	Fall	Spring	Fall	Spring		Fall	Spring	Fall	Spring		Fall	Spring	Fall	Spring

Course												
BSTC 113		5-100%		8-89%		0		1-11%		0		0
BSTC 114	3-75%		11-92%		0		0		1-25%		1-8%	
BSTC 115		6-100%		10-91%		0		1-9%		0		0
BSTC 116	3-100%		4-80%		0		0		0		1-20%	
BSTC 117		3-100%		6-75%		0		1-13%		0		1-13%
BSTC 118	3-100%		7-78%		0		1-11%		0		1-11%	
BSTC 193	3-100%	6-75%		35-83%	0	1-13%		6-14%	0	1-13%		1-2%
BSTC 202		5-100%		7-100%		0		0		0		0
BSTC 203		10-67%				4-27%				1-7%		
BSTC 204	5-71%				0				2-29%			
BSTC 212			6-86%				0				1-14%	
BSTC 218			7-100%				0				0	
BSTC 220												
BSTC 293			8-89%				0				1-11%	
BSTC 299												
ECON 105	18-67%	21-75%	11-85%	21-72%	9-33%	7-25%	2-15%	8-28%	0	0	0	0
ECON 106	19-76%	14-64%	27-73%	23-96%	1-4%	8-36%	9-24%	1-4%	5-20%	0	1-3%	0
ECON 212												
MGMT 101	8-73%		12-86%		0		0		3-27%		2-14%	
MGMT 101L	8-73%		12-86%		0		0		3-27%		2-14%	
MGMT 102		4-100%		7-100%		0		0		0		0
MGMT 102L		5-100%		7-100%		0		0		0		0
MGMT 113	15-88%	29-88%	19-68%	25-86%	2-12%	4-12%	8-29%	4-14%	0	0	1-4%	0
MGMT 158			6-75%				2-25%				0	
MGMT 202	6-55%	1-50%	11-79%		5-45%	1-50%	3-21%		0	0	0	

MGMT 222			6-100%			0			0

Please describe any observed trends in the enrollment and retention of students in the program. Include your comments about the percentages of Dual Credit students (non-paying) in your observations.

> **Enrollment in Pre business is strong. This remains one of the most popular programs on campus. However, enrollment in the Office Communications and Technology programs remains at 0. Highly recommend deleting this program.**

Advisement and Support

Provide a description of program advisement for students.

> **All student must attend advisement with UNMLA advisors. Additionally, Division Chair Barbara Yarnell is available for student advising as needed.**

Describe any student support services that are provided by the program.

> **n/a**

Describe any student success and retention initiatives in which the program participates.

> **n/a**

VI.   Faculty

Please answer these questions about your department.

Number of Continuing Faculty:	**1**	**Number of Part Time Faculty:**	8

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.

Division Chair, Barbara Yarnell

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.

> In the process of trying to hire a continuing faculty member in business, particularly in accounting and economics. The existing core faculty member is now dean of instruction and no longer actively teaching courses at this time.

Provide information about professional development activities of faculty within the department, particularly continuing faculty.

Faculty orientation, faculty assembly, new faculty professional development all continuing faculty are required to attend, optional training for adjunct. Dean of instruction attended ACE conference in Washington DC, March 2018 and Program Review conference in Denver January 2018.

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:

Provide information about any research/creative work activities of faculty within the department, particularly continuing faculty.

n/a no active continuing faculty in the department. Trying to hire and recruit.

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

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

Name of Department:
Academic Term(s) Included: -
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 2 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
Allen, Elizabeth	TPT	BSTC 218	JD-Law; BA-Political Science; Attorney/Owner Law firm	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Ali, Mohammad	TPT	ECON 106	PhD-Economics (in progress); MA-Economics	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Barin, Ozlem	TPT	ECON 105	MA-Economics w/ concentration in Public Health Economics; BA-Economics w/ minor in Math & Business Admin; AAS-Management; AAS Anesthesiology	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Becich, Raymond	TPT	MGMT 113	BA-Political Science/Communication; MS-Health Care Administration & Management	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Carreno, Jose	TPT	MGMT 102/102L; 202	MBA; BHS-Health Admin; AS-EMT; Purchasing Officer-LA County	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Dispennette, Abraham	TPT	BSTC 114; 212; 293; MGMT 101/101L; 102/102L	MBA; Masters Divinity & Counseling; BA-Business Admin; Business Owner-COT Capital	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Erhart, Victoria	TPT	BSTC 116; 113; 202; 203; 204; 117; 115; 118; 158; 193	BA-Liberal Arts; MA-Humanities/Religious Studies; MBA-Business; Marketing-Insurance Agency	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA

Hurley Johns, Sharon	C, Dean of Instruction, not actively teaching	ECON 105; 106; MGMT 202;	BS-Geography; MACC-Accounting; PhD-Accounting (Minor-Economics); CPA; Owner-Accounting & Tax services	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA
Loy, Laura	TPT	MGMT 222; BSTC 114; 118	MA-International Business; BA-Business Economics; Marketing Manager; Marketing Consultant	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No ☒ NA

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

VII. Resources and Planning

Part of the program review is to determine how much the program costs the institution.

Financial Information

Is the budget/expense information available to department and program chairs?

☒ YES   ☐ NO

What was the total <u>budget</u> for the department including adjunct faculty (TPT) for the academic year?

	2017-2018	2016-2017
Amount budgeted for the year	$68,105	$63,392

Indicate departmental (program courses and/or departmental support courses) enrollment for the past 4 years for fall and spring.

Numbers	2017-2018		2016-2017	
	Fall	Spring	Fall	Spring
Course Enrollments (number of students)	123	183	177	180
Total Course Enrollments for Academic year	306		357	
Percentage of students who were dual credit			15.13%	
	2017-2018		2016-2017	
	Fall	Spring	Fall	Spring
Student Credit Hours for Department/Program	321	511	451	470
Total Student Credit hours for Academic year	832		921	
Percentage of students who were dual credit			17.6%	

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

	2017-2018*	2016-2017
Amount expended for the year	57001	63242
Cost per credit hour	68.51	68.66

*to date

Comments: Please discuss the cost per credit hour and how this could be affected by the percentage of dual credit students in the courses.

Dual credit student are a small percentage of the students. Do not see significant impact by DC students.

Library Resources

Describe the library resources that support the program's academic and research initiatives.

Library has extensive resources available for all students, including business students. No specific programs for the business department.

Advisory Boards

Do any the programs under review have advisory boards?

☐ YES   ☒ NO

If yes, how are the boards utilized for planning purposes?

External Funding

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

☐ YES   ☒ NO

Please explain.

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

☐ YES   ☒ NO

Please explain.

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

Fall semester Course Number	2017	2016
BSTC 113	0	0
BSTC 114	0	0
BSTC 115	0	0
BSTC 116	0	0
BSTC 117	0	0
BSTC 118	0	0
BSTC 193	0	0
BSTC 202	0	0
BSTC 203	0	0
BSTC 204	0	0
BSTC 111	0	0
BSTC 212	0	0
BSTC 218	0	0
BSTC 220	0	0
BSTC 293	0	0
BSTC 296	0	0
ECON 105	1350.00	0
ECON 106	1250.00	1350.00
ECON 212	0	0

MGMT 101	0	0
MGMT 101L	0	0
MGMT 102	0	0
MGMT 102L	0	0
MGMT 105	0	0
MGMT 113	900.00	1400.00
MGMT 158	0	0
MGMT 190	0	0
MGMT 222	0	0
Spring Semester Course Number	2018	2017
BSTC 113	0	0
BSTC 114	0	0
BSTC 115	0	0
BSTC 116	0	0
BSTC 117	0	0
BSTC 118	0	0
BSTC 193	400.00	0
BSTC 202	150.00	210.00
BSTC 203	450.00	0
BSTC 204	0	0
BSTC 111	0	0
BSTC 212	0	0
BSTC 218	0	0
BSTC 220	0	0
BSTC 293	0	0
BSTC 296	0	0
ECON 105	1400.00	1450.00
ECON 106	1100.00	1200.00
ECON 212	0	0
MGMT 101	0	0
MGMT 101L	0	0
MGMT 102	0	0
MGMT 102L	0	0
MGMT 105	0	0
MGMT 113	1650.00	1450.00
MGMT 158	0	0
MGMT 190	0	0

MGMT 222	0	0

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

☒ YES   ☐ NO

If "NO", please explain.

VIII.   Facilities

Facilities and Equipment

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

Use shared classrooms and facilities. No specific facilities or classrooms dedicated for business.

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

☒ YES   ☐ NO

If no, please explain

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

n/a

IX.   Program Comparison and Articulation with UNM

When appropriate, describe how the program being reviewed aligns with program requirements at UNM.

UNMLA is member of NM Business Articulation committee; courses align statewide.
Pre business program is designed to align with Anderson School of Management at UNM>

Provide information on the distinguishing characteristics of the program being reviewed and discuss the program in comparison with other programs such as number of faculty, students, etc.

AA prebusiness is one of the most popular programs on campus. Students feed into Anderson school at main campus. Classes are aligned with NM Business Articulation Committee.

X.   Summary and Future Direction

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?**

The program prepares students for entry into the business field or for entry into Anderson School.

   b.   **Is the program contributing to the general education of students?**

> All programs and classes contribute to the education of students. Specific courses within the program are required as part of the general education core for students.

    c. Describe the overall strengths of the program.

> Strengths of the program include the quality of the instructors and the dedication of staff to student education.

    d. Describe the overall weaknesses (opportunities for improvement) of the program.

> The weakness of the program is the lack of a continuing faculty member.

    e. Within existing resources, how can the program be improved, more students recruited, and obtain certification (if applicable)?

> Continue with hiring process to hire a continuing faculty member.

    f. Describe actions to be taken as a result of this review, including instructional resources and practices, and curricular changes to be made.

> Will pursue hiring a continuing faculty member. Plan to delete the office Communication degree and certificate programs. No students enrolled or graduating in this program. This program overlaps in content with Business program.

    g. What is your vision for the future of this program?

> This program will continue to grow, to align with main campus (AA program), and prepare students for entry into the workforce.