Overview

Institution Name
Rhodes State College

Address
4240 Campus Drive, Lima, Ohio 45804

Year Accredited
1991

Year Reaffirmed
2009

Years Covered by this Report
2014 - 2014

Date Submitted
09/15/2017

Completed By
Rex, Cara

Phone
419-995-8323

Email
rex.c@rhodesstate.edu

ACBSP Champion
Rex, Cara

ACBSP Co-Champion

I - Institutional Information

To complete this section, first click on the Edit/Checkout button. Then copy and paste the headings into the Institutional Response box below and enter your information.

O 4. List all accredited programs (as they appear in your catalog).

Note: Listing new programs here does not confer accreditation. New degree programs, majors or emphases must be in effect for at least two years and have graduates and follow the guidance in the process book before accreditation will be granted.

O 5. List all programs that are in your business unit that are not accredited by ACBSP and how you distinguish accurately to the public between programs that have achieved accredited status and those that have not.

O 6. List all campuses where a student can earn a business degree from your institution.

O 7 Person completing report:

Name:

Phone:

Email address:

ACBSP Champion name:

ACBSP Co-Champion name:

QA Report   **Status:** Completed | **Due Date:** Not Set

Assigned To
Cara Rex

Institution Response

O 4. List all accredited programs (as they appear in your catalog).

The Rhodes State College Academic Division of Business, Technology & Public Service is comprised of the following business related programs:

The Business Administration Program which contains the following ACBSP accredited degrees:

 AAB in Accounting

AAB in Business Administration

AAB in Business Management

AAB in Marketing

AAB in Human Resources

The Paralegal/Legal Assisting Program which contains the ACBSP accredited AAB in Paralegal/Legal Assisting degree. This degree is also approved by the American Bar Association (ABA)

O 5. List all programs that are in your business unit that are not accredited by ACBSP and how you distinguish accurately to the public between programs that have achieved accredited status and those that have not.

AAS in Executive Administrative Assistant

AAS in Medical Administrative Assistant

Degrees that have achieved ACBSP accredited status are clearly noted in the 2015-2016 college catalog which is available to the public via the Rhodes State College Web Site (Rhodes State College Catalog). Additionally, the public can access the individual program pages on the Rhodes State College Web Site which clearly denotes accreditation status on each of the individual pages (Example: Accounting Program Accreditation - See "Accreditation" tab).

O 6. List all campuses where a student can earn a business degree from your institution.

All six of the ACBSP accredited associate degrees can be completed at the 4240 Campus Drive, Lima, Ohio campus. Many courses within these degrees are offered in an on-line format. As of the 2015-2016 academic year, the following degrees were available in a 100% on-line format: AAB degree in Accounting, AAB degree in Business Administration, AAB degree in Business Management, AAB degree in Marketing and AAB degree in Human Resources

O 7 Person completing report:

Name: Cara Rex, MACC, Chair of Business Administration

Phone: 419-995-8323

Email address: rex.c@rhodesstate.edu

ACBSP Champion name: Cara Rex

ACBSP Co-Champion name: N/A

Sources

There are no sources.

II - Status Report on Conditions and Notes

O 8. Conditions or Notes to be addressed: You do not need to address Opportunity for Improvement (OFI).

Please explain and provide the necessary documentation/evidence for addressing each condition or note since your last report.

Are you requesting the Board of Commissioners to remove notes or conditions (if the justification for removal is lengthy consider attaching an appendix to QA report):

Remove Note:

Remove Condition:

Do not remove note or condition. Explain the progress made in removing the note or condition:

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To
Cara Rex

Institution Response

O 8. Conditions or Notes to be addressed:

There were no notes or conditions noted in the last Quality Assurance Response from ACBSP dated February 8, 2016.

Sources

There are no sources.

III - Public Information

Item III in the QA report applies to Criterion 6.11 in the *Standards and Criteria* book. Accredited business programs must routinely provide reliable information to the public on their performance, including student achievement. A direct link to aggregate business student results should be placed on your business page website. The following items must be available to the public for accreditation.

Student Learning Outcome Assessment Results: Such as what you report in standard #4, ETS, MFT, accounting assessment, management assessment, critical thinking, communication, etc. A link to Table 2 found in the evidence file must be placed on your website.

Program Results for Business Students: Such as graduation rates, retention rates, job placement, etc. How do you make the results public? A link to Table 7 found in the evidence file must be placed on your website. Ensure the link goes directly to business students' results such as the example in the evidence file above under ACBSP Documents, Good Example of Public Information. This link provides a good example: http://cravencc.edu/office-of-institutional-effectiveness/institutional-accreditation/acbsp-business-programs-accreditation/.

QA Report

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Institution Response

The Institutional Effectiveness and Planning Office of Rhodes State College provides information, direction, and support for strategic planning, decision-making, and reporting needs of Rhodes State College as well as internal & external stakeholders. The Institutional Research and Assessment & Quality Improvement Departments house a majority of information related to Student Achievement Results, Student Learning Outcome Assessment Results, and Program Results.

Student Achievement Results:

Family Educational Rights and Privacy ACT (FERPA) regulations prohibit the institution from releasing specific student academic information without a written waiver from the student. Students who permit such a release are listed on the Semester "Deans List" public relations announcements. Generalized student achievement information is released at semi-annual program advisory committee meetings and, as appropriate, at annual events such as:

1.   College Wide Program Advisory Meeting

2.   College Wide Program Advisory Chair Meeting

3.   College Wide Commencement

4.   College Wide Academic Awards Ceremony

5. Alpha Beta Gamma Induction Ceremony

6. College Wide Website for Institutional Effectiveness

The following website houses ACBSP Accreditation reports that are available to the public:

ACBSP Business Program Public Information

Student Learning Outcome Assessment Results:

The College has an internal assessment process that evaluates student learning at the course, program, division and institutional levels. This process is also used to evaluate program, division, and institutional effectiveness. The data gathered through this process is used to make informed decisions and provide for continuous improvement.
The College's internal assessment data is housed in ESIEPS (Electronic Strategic Institutional Effectiveness Planning System). ESIEPS is available to internal users via the college's intranet. The ACBSP accredited majors conduct two program advisory committee meetings per academic year. The advisory committees are made up of members of the public that work in fields relevant to each major. Information is provided in these meetings concerning specific course and program learning objectives and outcomes. The advisory committee members provide feedback which steers specific course and program learning objectives for future terms.

Samples of student learning outcome assessment results for Rhodes State College ACBSP accredited majors are available to the public at the following website:

ACBSP Business Program Public Information

This website includes a link to Table 2 found in the evidence file of this QA report.

Program Results:

Program Results for Rhodes State College ACBSP accredited majors are available to the public at the following website:

ACBSP Business Program Public Information

This website includes a link to Table 7 found in the evidence file of this QA report.

Sources

There are no sources.

1 - Standard 1 Leadership

Organization

a. List any organizational or administrative personnel changes within the business unit since your last report.

b. List all new sites where students can earn an accredited business degree (international campus, off-campus on-campus, online) that have been added since your last report.

QA Report
Status: Completed | **Due Date:** Not Set

Assigned To
Cara Rex

Institution Response

A. *Business, Technology & Public Service Division Dean*

**Appointment of Dr. Kenneth Baker, Dean of Business, Technology and Public Service (7/1/15).

**End of Interim Contract of Roger Young, Interim Dean of Business and Public Service (7/31/15).

Academic Program Chairs

**Promotion of Cara Rex, Chair of Business Administration Program (7/1/15).

**Resignation of Stephanie Schmidt, Chair of Management & Marketing Program (1/9/15).

Non Adjunct Business Faculty

**Retirement of Donald Camper, Management Full Time Faculty (5/13/15).

**Appointment of Brenda McKinley, Management & Marketing Full Time Faculty (8/12/15).

B. No new physical campus locations where students can earn an accredited degree have been added since the last report. However, starting in the 2014-2015 academic year, the AAB degree in Accounting is now offered in a fully on-line format.

Sources

- OrgChart BTPS 2017-18

2 - Standard 2 Strategic Planning

You do not have to respond to Standard #2 Strategic Planning if you do not have any notes or conditions in this standards.

QA Report

Status: Completed | **Due Date:** Not Set

Assigned To
Cara Rex

Institution Response

We do not have any notes or conditions in this Standard. No response required for Standard #2 Strategic Planning.

Sources

There are no sources.

3 - Standard 3 Student and Stakeholder Focus

Complete the table for Standard 3 - Student- and Stakeholder-Focused Results, found under the Evidence File tab above in the ACBSP Documents Folder. Provide three or four examples of assessment data, reporting what you consider to be the most important data. It is not necessary to provide results for every process in your QA report.

QA Report

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Institution Response

Please see Evidence File... "Files_For_QA_Report_Rhodes_State_College" ... Tab "Table 1 -Standard 3"

Sources

- Files_For_QA_Report_Rhodes_State_College

4 - Standard 4 Measurement and Analysis of Student Learning and Performance

a. **Program Outcomes.** List outcomes by accredited programs. Program outcomes should be used as part of a student learning assessment plan and be measurable.

AAS

AS

AS Accounting, etc.

b. **Performance Results.Complete Table 2 for Standard 4 Student Learning Results found under the Evidence File in the ACBSP documents folder above.**

1. Provide a **minimum of three examples of assessment data**, reporting what you consider to be the most important data. It is not necessary to provide results for every process.
2. **You must have at least one example of results for each accredited program.**

QA Report

Status: Completed | **Due Date:** Not Set

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Institution Response

A. Program Outcomes:

AAB in Accounting

Accounting Majors will be able to:

*Interpret, analyze, and present reliable and relevant information to financial statement users based upon Generally Accepted Accounting Principles both manually and electronically.

*Demonstrate an understanding of Federal Tax Laws and their application to both individuals and business entities.

*Demonstrate an understanding of the basic concepts of Managerial and Cost Accounting and their roles in business and decision making.

*Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to their chosen profession.

*Prepare written and oral communication in professional formats.

*Utilize software programs commonly used in the accounting profession to provide practice for real world accounting application.

*Apply ethical and professional behavior while working as an individual and as part of a team.

AAB in Business Administration

Business Administration Majors will be able to:

*Develop knowledge of best practices in the four key managerial functions: 1) Planning, 2) Organizing, 3) Leading, and 4) Controlling.

*Apply team leadership skills needed in an entry level supervisory position.

*Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to their chosen profession.

*Prepare written and oral communication in professional formats.

*Utilize software platforms commonly used in the business administration profession.

*Apply ethical and professional behavior while working as an individual and as part of a team.

AAB in Business Management

Business Management Majors will be able to:

*Develop knowledge of best practices in the four key managerial functions: 1) Planning, 2) Organizing, 3) Leading, and 4) Controlling.

*Interpret, analyze, and present findings in case studies relevant to business management trends.

*Construct a comprehensive business plan in a team setting.

*Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to their chosen profession.

*Prepare written and oral communication in professional formats.

*Utilize software platforms commonly used in the business management profession.

*Apply ethical and professional behavior while working as an individual and as part of a team.

AAB in Marketing

Marketing Majors will be able to:

*Construct an integrated marketing communication mix conveying product, price, place, and promotion in the form of Sales Promotion, Sales, Advertising, and Public Relations.

*Create a marketing strategy and marketing plan.

*Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to their chosen profession.

*Prepare written and oral communication in professional formats.

*Utilize software platforms commonly used in the business marketing profession.

*Apply ethical and professional behavior while working as an individual and as part of a team.

AAB in Human Resources

Human Resource Majors will be able to:

*Develop knowledge of best practices in the five key Human Resource functions: 1) Selection, 2) Training, 3) Compensation, 4) Benefits, & 5) Labor Relations

*Generate decisions based on analysis of data related to the five key human resource functions

*Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to their chosen profession.

*Prepare written and oral communication in professional formats.

*Utilize software platforms commonly used in the human resource profession.

*Apply ethical and professional behavior while working as an individual and as part of a team.

AAB in Paralegal/Legal Assisting

A Paralegal Graduate:

*Understands the role of the paralegal in relation to attorneys and legal related professions.

*Is qualified to perform specific substantive legal work as directed by an attorney.

*Is knowledgeable in current legal practices in the State of Ohio.

*Is skilled in legal research techniques, both traditional and electronic.

*Demonstrates critical thinking and legal analysis skills.

*Recognizes legal and community issues and shows respect for cultural diversity.

*Demonstrates good oral and written communication skills.

*Shows respect for the law of the nation, the State of Ohio, and the local communities.

*Recognizes ethical issues and agrees to abide by the Ohio Code of Professional Conduct.

B. Performance Results:

Please see Evidence File... "Files_For_QA_Report_Rhodes_State_College" ... Tab " Table 2 - Standard 4"

Sources

- Files_For_QA_Report_Rhodes_State_College

5 - Standard 5 Faculty and Staff Focus

a. **Faculty and Staff Focus** Complete Table 3a Standard 5 - **Faculty- and Staff-Focused Results** found under the Evidence File above. Provide three or four examples of assessment data, reporting what you consider to be the most important data. It is not necessary to provide results for every process.

b. **Faculty Qualifications** Complete Table 3b. Standard 5 - **New Full-Time and Part-Time Faculty Qualifications** found under the Evidence File above. This table is for **new full-time and part-time faculty members since your last self-study or QA report. Do not include faculty members previously reported**, in accordance with Criterion 5.2 in the Standards and Criteria.

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Status: Completed | **Due Date:** Not Set

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Institution Response

Please see Evidence File... "Files_For_QA_Report_Rhodes_State_College" ... Tabs "TABLE 3a -Standard 5" & "TABLE 3b - Standard 5"

Sources

- Files_For_QA_Report_Rhodes_State_College

6 - Standard 6 Educational and Business Process Management

a. **Curriculum**

1. List any existing accredited degree programs/curricula that have been **substantially revised** since your last report and attach an updated Table 6 Curriculum Summary found under the Evidence File tab above.

2. List any degree programs that have changed names whether or not there are curriculum changes. This information will be used to update your list of accredited programs on the ACBSP website.

3. List any **new degree programs** that have been developed since your last report and attach a Table 6 Curriculum Summary found under the Evidence File tab above.

   Note: If you have a new degree at a level currently accredited by ACBSP, then report information on: student enrollment, program objectives, instructional resources, facilities and equipment, admissions requirements, graduation statistics, core professional components (CPCs), and the outcomes assessment process to ACBSP. If the new degree is at a higher level than what is currently accredited, the school must complete a self-study to add the degree.

4. List any accredited programs that have been terminated since your last report.

   Note: If you do not have any new or revised programs, you do not need to complete Table 6 Curriculum Summary.

5. Provide three or four examples of organizational performance results, reporting what you consider to be the most important data, using Table 7 - Standard 6 - Organizational Performance Results, found under the Evidence File tab above. It is not necessary to provide results for every process.

QA Report

Status: Completed | **Due Date:** Not Set

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Cara Rex

Institution Response

1) Several of the ACBSP Accredited Majors curricula have been substantially revised since the last QA report. Please see Evidence File... "Files_For_QA_Report_Rhodes_State_College".

Tab "T5-ST6-Accounting" for changes made to the AAB in Accounting

Tab "T5-ST6-Business Administration" for changes made to the AAB in Business Administration

Tab "T5-ST6-Business Management" for changes made to the AAB in Business Management

Tab "T5-ST6-Marketing" for changes made to the AAB in Marketing

Tab "T5-ST6-Human Resource" for changes made to the AAB in Human Resources

Tab "T5-ST6-Paralegal" Please note that there were no significant changes made to the Paralegal/Legal Assisting Program since the last QA report

2) No degree programs have changed names since the last QA report.

3) No new degree programs have been developed since the last QA report.

4) The AAB in Business Management was terminated effective Summer Term of 2017. No new students will be admitted into this degree from that term forward.

5) Please see Evidence File... "Files_For_QA_Report_Rhodes_State_College" ... Tab "TABLE 7 – Standard 6"

Sources

- Files_For_QA_Report_Rhodes_State_College