

## Online Portal Reporting Item I

### Listing of all business & business related programs

**Column A:** List all business or business-related programs (including those with designations in the degree or Major title such as "business," "industrial," "administration," "management," or "organizational.")

**Column B:** Indicate with "yes" or "no" whether the business unit administers the program.

**Column C:** Indicate with "yes" or "no" whether the program is to be accredited by ACBSP .

**If no, provide justification explaining why the program should be excluded from the accreditation process and how you will communicate with the public what is and what is not accredited.**

**Column D:** Indicate number of degrees conferred during self-study year.

A. Business or Business Related Programs & Degree Type	B. Program in Business Unit	C. To be Accredited by ACBSP	D. Number of Degrees Conferred During Self-study Year
<b>PLEASE ENTER YOUR PROGRAMS &amp; DEGREE TYPE BELOW:</b>			
Associate of Applied Business in Accounting	Yes	Yes	8
Associate of Applied Business in Business Administration	Yes	Yes	28
Associate of Applied Business in Human Resource	Yes	Yes	10
Associate of Applied Business in Marketing	Yes	Yes	6
Associate of Applied Business in Paralegal/Legal Assisting	Yes	Yes	1
Associate of Applied Science Degree in Executive Administrative Assistant	Yes	No	2
Associate of Applied Science Degree in Medical Administrative Assistant	Yes	No	0

TERM	CRN	SUBJ	CRSE	TITLE	SECTION	CREDITS	DAYS	TIME	DATES	TERM_DESC	CAMPUS	Class Type	Minimum Number of		Over/(Under)	Minutes	Meeting	# of
													Seat Minutes	Hour Policy for				
201720	20002	ACC	1010	Corporate Accounting Principle	101	4	TR	1200-0150pm	08/23-12/15	Full Term	Main	Traditional Class	3300	3000	300	110	2	15
201720	20003	ACC	1010	Corporate Accounting Principle	102	4	TR	0800-0950am	08/23-12/15	Full Term	Main	Traditional Class	3300	3000	300	110	2	15
201720	20569	ACC	1010	Corporate Accounting Principle	104	4	MW	1200-0150pm	08/23-12/15	Full Term	Main	Traditional Class	3300	3000	300	110	2	15
201720	20777	ACC	1010	Corporate Accounting Principle	105	4	M	0600-0920pm	08/23-12/15	Full Term	Main	Traditional Class	3000	3000	0	200	1	15
201720	21118	ACC	1010	Corporate Accounting Principle	300	4	MTWRF	1023-1105am	08/16-05/23	Unknown	Riverdale	Traditional Class - CCP	6300	3000	3300	42	5	30
201720	20654	ACC	1010	Corporate Accounting Principle	301	4	MTWR	0810-0903am	08/24-05/24	Unknown	Delphos Jef	Traditional Class - CCP	6360	3000	3360	53	4	30
201720	21119	ACC	1010	Corporate Accounting Principle	302	4	MTWRF	0745-0835am	08/29-05/31	Unknown	Spencervill	Traditional Class - CCP	7500	3000	4500	50	5	30
201720	21120	ACC	1010	Corporate Accounting Principle	303	4	MTWR	1012-1057am	08/29-05/31	Unknown	Spencervill	Traditional Class - CCP	5400	3000	2400	45	4	30
201720	20381	ACC	1010	Corporate Accounting Principle	900	4			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20382	ACC	1020	Managerial Accounting Principles	900	4			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20005	ACC	2010	Intermediate Accounting I	100	4	MW	0200-0350pm	08/23-12/15	Full Term	Main	Traditional Class	3300	3000	300	110	2	15
201720	20504	ACC	2010	Intermediate Accounting I	900	4			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20505	ACC	2111	Cost Accounting	100	4	MW	1000-1150am	08/23-12/15	Full Term	Main	Traditional Class	3300	3000	300	110	2	15
201720	20506	ACC	2111	Cost Accounting	900	4			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20006	ACC	2250	Prin of Federal Income Tax	100	2	MW	0800-0950am	08/23-10/17	Unknown	Main	Traditional Class	1760	1500	260	110	2	8
201720	20570	ACC	2250	Prin of Federal Income Tax	900	2			08/23-10/17	Unknown	Main	On-line Class	N/A		N/A			
201720	20007	ACC	2290	Intermediate Income Tax	101	2	MW	0800-0950am	10/18-12/15	Unknown	Main	Traditional Class	1760	1500	260	110	2	8
201720	20571	ACC	2290	Intermediate Income Tax	900	2			10/18-12/15	Unknown	Main	On-line Class	N/A		N/A			
201720	20616	ACC	2991	Accounting Practicum	900	2			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20617	ACC	2992	Accounting Seminar	900	1			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20273	BUS	2100	Business Law	101	3	TR	0930-1050am	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20274	BUS	2100	Business Law	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20779	ECN	1410	Macro Economics	100	3	TR	0930-1050am	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20071	ECN	1410	Macro Economics	101	3	MW	0930-1050am	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20546	ECN	1410	Macro Economics	300	3	MTWF	0942-1027am	08/23-12/20	Unknown	LCC	Traditional Class - CCP	2700	2250	450	45	4	15
201720	20072	ECN	1410	Macro Economics	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20073	ECN	1430	Micro Economics	100	3	MW	0800-0920am	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20075	ECN	1430	Micro Economics	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20407	LEG	1100	Legal Research & Writing I	100	2	T	0100-0320pm	10/18-12/15	Unknown	Main	Traditional Class	2240	2250	-10	140	2	8
201720	20408	LEG	1100L	Legal Research & Writing I Lab	100	0	R	0100-0320pm	10/18-12/15	Unknown	Main	Traditional Class	Lab Course - See row 31					
201720	20270	LEG	1190	Criminal Law	100	2	MW	0800-0950am	10/18-12/15	Unknown	Main	Traditional Class	1760	1500	260	110	2	8
201720	20076	MGT	1010	Principles of Management	100	3	MW	1230-0150pm	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20077	MGT	1010	Principles of Management	101	3	TR	0200-0320pm	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20815	MGT	1010	Principles of Management	301	3	MTWRF		08/28-01/12	Unknown	Bath	On-line Class - CCP	N/A		N/A			
201720	20078	MGT	1010	Principles of Management	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20551	MGT	1010	Principles of Management	901	3			10/18-12/15	Unknown	Main	On-line Class	N/A		N/A			
201720	21128	MGT	1010	Principles of Management	820	3	R	0600-1000pm	11/02-12/07	Unknown	Main	Hybrid Class - ONAW	1200		N/A	240	1	5
201720	20327	MGT	1050	Principles of Entrepreneurship	900	3		2100	08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20079	MGT	1250	Team Building	100	3	TR	0800-0920am	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20080	MGT	1250	Team Building	102	3	MW	0200-0320pm	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20816	MGT	1250	Team Building	301	3	MTWRF		08/28-01/12	Unknown	Bath	On-line Class - CCP	N/A		N/A			
201720	21129	MGT	1250	Team Building	820	3	R	0600-1000pm	12/14-01/25	Unknown	Main	Hybrid Class - ONAW	1200		N/A	240	1	5
201720	20081	MGT	1260	Team Leadership	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20780	MGT	2000	Human Resource Management	100	3	TR	0200-0320pm	08/23-12/15	Full Term	Main	Traditional Class	2400	2250	150	80	2	15
201720	20355	MGT	2000	Human Resource Management	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	21016	MGT	2000	Human Resource Management	B19	3	T	0600-1000pm	10/31-12/05	Unknown	Main	Hybrid Class - ONAW	1200		N/A	240	1	5
201720	20082	MGT	2010	Organizational Behavior	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	21015	MGT	2010	Organizational Behavior	B19	3	T	0600-1000pm	09/26-10/24	Unknown	Main	Hybrid Class - ONAW	1200		N/A	240	1	5
201720	21062	MGT	2410	Employee Selection & Placement	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20411	MGT	2440	Training, Development & Safety	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20626	MGT	2490	Applications in Business Admin	900	2			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	21061	MGT	2530	Applications in Human Resource	900	2			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20620	MGT	2991	Practicum	900	1			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20631	MGT	2991	Practicum	901	1			10/18-12/15	Unknown	Main	On-line Class	N/A		N/A			
201720	20621	MGT	2992	Seminar	900	1			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20782	MGT	2992	Seminar	901	1			10/18-12/15	Unknown	Main	On-line Class	N/A		N/A			
201720	21158	MKT	1010	Principles of Marketing	300	3	MTWRF	1223-0108pm	08/22-05/22	Unknown	Ottawa Glan	Traditional Class - CCP	6750	2250	4500	45	5	30
201720	21159	MKT	1010	Principles of Marketing	301	3	MTWRF	0111-0156pm	08/22-05/22	Unknown	Ottawa Glan	Traditional Class - CCP	6750	2250	4500	45	5	30
201720	20083	MKT	1010	Principles of Marketing	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20842	MKT	1600	Customer and Public Relations	900	3			08/23-12/15	Full Term	Main	On-line Class	N/A		N/A			
201720	20315	MKT	2110	Advert. and Sales Promotion	950	3	F (4 Meetir	0800-0950am	08/23-12/15	Full Term	Main	Hybrid Class	440		N/A	110	1	4
201720	20549	MKT	2210	Comprehensives Sales Technique	950	3	F (4 Meetir	1000-1150am	08/23-12/15	Full Term	Main	Hybrid Class	440		N/A	110	1	4

201720	21019	MKT	2210	Comprehensives Sales Technique	B19	3	T	0800-1000pm	12/12-02/13	Unknown	Main	Hybrid Class - ONAW	960			N/A	120	1	8
201730	30002	ACC	1010	Corporate Accounting Principle	100	4	MW	0800-0950am	01/08-05/04	Full Term	Main	Traditional Class	3300	3000	300	110	2	15	
201730	30003	ACC	1010	Corporate Accounting Principle	101	4	TR	0200-0350pm	01/08-05/04	Full Term	Main	Traditional Class	3300	3000	300	110	2	15	
201730	30004	ACC	1010	Corporate Accounting Principle	900	4			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30877	ACC	1010	Corporate Accounting Principle	B19	4	T	0600-1000pm	04/03-05/15	Unknown	Main	Hybrid Class - ONAW	1680			N/A	240	1	7
201730	30005	ACC	1020	Managerial Acct'g Principles	100	4	MW	1000-1150am	01/08-05/04	Full Term	Main	Traditional Class	3300	3000	300	110	2	15	
201730	30778	ACC	1020	Managerial Acct'g Principles	102	4	M	0600-0930pm	01/08-05/04	Full Term	Main	Traditional Class	3150	3000	150	210	1	15	
201730	30006	ACC	1020	Managerial Acct'g Principles	900	4			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30878	ACC	1020	Managerial Acct'g Principles	B19	4	T	0600-1000pm	05/22-06/26	Unknown	Main	Hybrid Class - ONAW	1440			N/A	240	1	6
201730	30007	ACC	1050	Acct Software App-QuickBooks	100	2	MW	1200-0150pm	03/12-05/04	Unknown	Main	Traditional Class	1760	1500	260	110	2	8	
201730	30475	ACC	1050	Acct Software App-QuickBooks	900	2			03/12-05/04	Unknown	Main	On-line Class	N/A			N/A			
201730	30008	ACC	1121	Payroll Accounting	100	2	MW	1200-0150pm	01/08-03/02	Unknown	Main	Traditional Class	1760	1500	260	110	2	8	
201730	30474	ACC	1121	Payroll Accounting	900	2			01/08-03/02	Unknown	Main	On-line Class	N/A			N/A			
201730	30476	ACC	2020	Intermediate Accounting II	900	4			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30481	ACC	2401	Special Studies in Accounting	900	2			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30551	ACC	2991	Accounting Practicum	900	2			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30553	ACC	2992	Accounting Seminar	900	1			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30292	BUS	2100	Business Law	101	3	TR	1100-1220pm	01/08-05/04	Full Term	Main	Traditional Class	2400	2250	150	80	2	15	
201730	30293	BUS	2100	Business Law	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30876	BUS	2100	Business Law	B19	3	T	0600-1000pm	02/27-03/27	Unknown	Main	Hybrid Class - ONAW	1200			N/A	240	1	5
201730	30488	ECN	1410	Macro Economics	101	3	MW	1230-0145pm	01/08-05/04	Full Term	Main	Traditional Class	2250	2250	0	75	2	15	
201730	30051	ECN	1410	Macro Economics	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30991	ECN	1410	Macro Economics	901	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30886	ECN	1410	Macro Economics	B20	3	R	0600-0800pm	03/01-04/01	Unknown	Main	Hybrid Class - ONAW	960			N/A	120	1	8
201730	30486	ECN	1430	Micro Economics	102	3	TR	0930-1045am	01/08-05/04	Full Term	Main	Traditional Class	2250	2250	0	75	2	15	
201730	30619	ECN	1430	Micro Economics	300	3	MTWRF	1237-0122pm	01/03-05/18	Unknown	LCC	Traditional Class - CCP	3375	2250	1125	45	5	15	
201730	30682	ECN	1430	Micro Economics	302	3	MTWRF	1148-1223pm	01/04-05/11	Unknown	Waynesfield	Traditional Class - CCP	2625	2250	375	35	5	15	
201730	30945	ECN	1430	Micro Economics	304	3	MTWRF	0232-0315pm	01/03-05/18	Unknown	Hardin Nort	Traditional Class - CCP	3225	2250	975	43	5	15	
201730	30053	ECN	1430	Micro Economics	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30887	ECN	1430	Micro Economics	B20	3	R	0800-1000pm	03/01-04/19	Unknown	Main	Hybrid Class - ONAW	960			N/A	120	1	8
201730	30120	LEG	1020	Legal Ethics	100	1	T	0900-1050am	01/08-03/02	Unknown	Main	Traditional Class	880	750	130	110	1	8	
201730	30394	LEG	1110	Legal Research & Writing II	100	3	M	0100-0250pm	01/08-05/04	Full Term	Main	Traditional Class	3300	3000	300	110	2	15	
201730	30395	LEG	1110L	Legal Research & Writing IILab	100	0	R	0100-0250pm	01/08-05/04	Full Term	Main	Traditional Class	Lab Course - See row 98						
201730	30121	LEG	1150	Litigation	100	3	MW	1100-1220pm	01/08-05/04	Full Term	Main	Traditional Class	2400	2250	150	80	2	15	
201730	30123	LEG	2250	Administrative Law	100	1	T	1100-1250pm	03/12-05/04	Unknown	Main	Traditional Class	880	750	130	110	1	8	
201730	30487	MGT	1010	Principles of Management	102	3	TR	1100-1215pm	01/08-05/04	Full Term	Main	Traditional Class	2250	2250	0	75	2	15	
201730	30816	MGT	1010	Principles of Management	300	3	MTWRF		01/16-05/30	Unknown	Bath	On-line Class - CCP	N/A			N/A			
201730	30054	MGT	1010	Principles of Management	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30556	MGT	1250	Team Building	102	3	TR	1230-0145pm	01/08-05/04	Full Term	Main	Traditional Class	2250	2250	0	75	2	15	
201730	30452	MGT	1260	Team Leadership	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30055	MGT	2000	Human Resource Management	100	3	MW	0200-0315pm	01/08-05/04	Full Term	Main	Traditional Class	2250	2250	0	75	2	15	
201730	30056	MGT	2000	Human Resource Management	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30058	MGT	2010	Organizational Behavior	101	3	MW	0930-1045am	01/08-05/04	Full Term	Main	Traditional Class	2250	2250	0	75	2	15	
201730	30819	MGT	2010	Organizational Behavior	300	3	MTWRF		01/16-05/30	Unknown	Bath	On-line Class - CCP	N/A			N/A			
201730	30057	MGT	2010	Organizational Behavior	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30059	MGT	2060	Employee & Labor Relations	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30060	MGT	2410	Employee Selection & Placement	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30557	MGT	2435	Benefits and Compensation	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30061	MGT	2490	Applications in Business Admin	900	2			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30879	MGT	2490	Applications in Business Admin	B19	2	T	0600-1000pm	07/03-07/17	Unknown	Main	Hybrid Class - ONAW	720			N/A	240	1	3
201730	30062	MGT	2530	Applications in Human Resource	900	2			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30558	MGT	2991	Practicum	900	1			03/12-05/04	Unknown	Main	On-line Class	N/A			N/A			
201730	30559	MGT	2991	Practicum	901	1			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30560	MGT	2991	Practicum	902	1			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30561	MGT	2992	Seminar	900	1			03/12-05/04	Unknown	Main	On-line Class	N/A			N/A			
201730	30902	MGT	2992	Seminar	901	1			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	31004	MKT	1010	Principles of Marketing	303	3	MTWRF	1247-0129pm	01/04-05/23	Unknown	Riverdale	Traditional Class - CCP	3150	2250	900	42	5	15	
201730	30064	MKT	1010	Principles of Marketing	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30888	MKT	1010	Principles of Marketing	B20	3	R	0600-1000pm	04/26-05/24	Unknown	Main	Hybrid Class - ONAW	1200			N/A	240	1	5
201730	30781	MKT	2000	Digital Marketing	900	3			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			
201730	30065	MKT	2520	Special Studies in Marketing	900	2			01/08-05/04	Full Term	Main	On-line Class	N/A			N/A			



Course Success Rates for ACBSP - Fall 2017

SUBJ_CODE	CRSE_NUMB	SECTION		Total >=C	Total >=D	Grand Total	Course Success %	
							>=C %	>=D %
ACC	1010	101	Traditional Class	4	6	6	67%	100%
ACC	1010	102	Traditional Class	7	7	7	100%	100%
ACC	1010	104	Traditional Class	10	13	14	71%	93%
ACC	1010	105	Traditional Class	4	4	7	57%	57%
ACC	1010	300	Traditional Class - CCP	7	8	8	88%	100%
ACC	1010	301	Traditional Class - CCP	9	9	9	100%	100%
ACC	1010	302	Traditional Class - CCP	12	12	12	100%	100%
ACC	1010	303	Traditional Class - CCP	9	9	11	82%	82%
ACC	1010	900	On-line Class	12	16	21	57%	76%
ACC	2010	100	Traditional Class	1	2	2	50%	100%
ACC	2010	900	On-line Class	6	6	6	100%	100%
ACC	2111	100	Traditional Class	4	5	5	80%	100%
ACC	2111	900	On-line Class	5	6	6	83%	100%
ACC	2250	100	Traditional Class	2	2	2	100%	100%
ACC	2250	900	On-line Class	7	7	7	100%	100%
ACC	2290	101	Traditional Class	2	2	2	100%	100%
ACC	2290	900	On-line Class	7	7	7	100%	100%
BUS	2100	101	Traditional Class	10	11	12	83%	92%
BUS	2100	900	On-line Class	14	14	20	70%	70%
ECN	1410	100	Traditional Class	9	9	11	82%	82%
ECN	1410	101	Traditional Class	9	9	10	90%	90%
ECN	1410	300	Traditional Class - CCP	12	12	12	100%	100%
ECN	1410	900	On-line Class	15	17	21	71%	81%
ECN	1430	100	Traditional Class	9	9	13	69%	69%
ECN	1430	900	On-line Class	13	15	20	65%	75%
MGT	1010	100	Traditional Class	12	14	16	75%	88%
MGT	1010	101	Traditional Class	6	6	6	100%	100%
MGT	1010	301	On-line Class - CCP	1	1	2	50%	50%
MGT	1010	900	On-line Class	13	16	22	59%	73%
MGT	1010	901	On-line Class	5	6	10	50%	60%
MGT	1010	B20	Hybrid Class - ONAW	6	6	7	86%	86%
MGT	<b>1050 Total</b>			<b>9</b>	<b>10</b>	<b>10</b>	<b>90%</b>	<b>100%</b>
MGT	1250	100	Traditional Class	3	3	5	60%	60%
MGT	1250	102	Traditional Class	6	7	9	67%	78%
MGT	1250	301	On-line Class - CCP	4	5	5	80%	100%
MGT	1250	B20	Hybrid Class - ONAW	9	10	10	90%	100%
MGT	2000	100	Traditional Class	7	7	8	88%	88%
MGT	2000	900	On-line Class	15	15	17	88%	88%
MGT	2000	B19	Hybrid Class - ONAW	5	5	6	83%	83%
MGT	2010	900	On-line Class	9	10	11	82%	91%



### Course Success Rates for ACBSP - Fall 2017

SUBJ_CODE	CRSE_NUMB	SECTION		Total >=C	Total >=D	Grand Total	Course Success %	
							>=C %	>=D %
MGT	2010	B19	Hybrid Class - ONAW	6	6	6	100%	100%
MGT	2992	900	On-line Class	5	5	5	100%	100%
MGT	2992	901	On-line Class	4	5	5	80%	100%
MKT	1010	300	Traditional Class - CCP	19	19	20	95%	95%
MKT	1010	301	Traditional Class - CCP	21	21	21	100%	100%
MKT	1010	900	On-line Class	13	16	17	76%	94%
MKT	2210	950	Hybrid Class	10	11	12	83%	92%
MKT	2210	B19	Hybrid Class - ONAW	5	5	6	83%	83%

Source: Rhodes State College Banner System / BannerTree swgrdist Report / Office of Institutional Research

File: G:\Institutional Effectiveness\IR\ACBSP\Course Success Rates for ACBSP - Fall 2017 and Spring 2018.xlsx

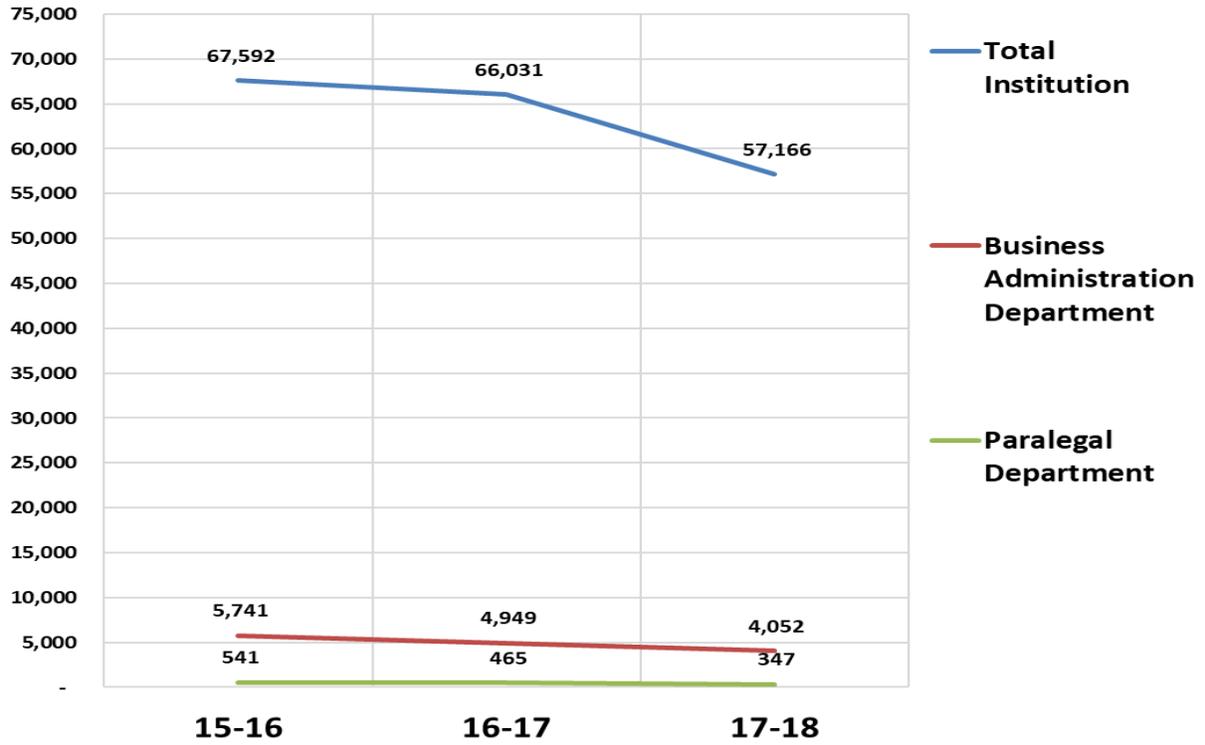


**Course Success Rates for ACBSP - Spring 2018**

SUBJ_CODE	CRSE_NUMB	SECTION		Total >=C	Total >=D	Grand Total	Course Success %	
							>=C %	>=D %
ACC	1010	100	Traditional Class	4	6	7	57%	86%
ACC	1010	101	Traditional Class	14	15	16	88%	94%
ACC	1010	900	On-line Class	13	15	19	68%	79%
ACC	1010	B19	Hybrid Class - ONAW	5	6	6	83%	100%
ACC	1020	100	Traditional Class	8	9	11	73%	82%
ACC	1020	102	Traditional Class	7	8	8	88%	100%
ACC	1020	900	On-line Class	6	8	9	67%	89%
ACC	1020	B19	Hybrid Class - ONAW	7	7	8	88%	88%
ACC	1050	100	Traditional Class	6	7	7	86%	100%
ACC	1050	900	On-line Class	7	7	7	100%	100%
ACC	1121	100	Traditional Class	7	7	7	100%	100%
ACC	1121	900	On-line Class	12	12	13	92%	92%
BUS	2100	101	Traditional Class	13	16	17	76%	94%
BUS	2100	900	On-line Class	24	25	30	80%	83%
BUS	2100	B19	Hybrid Class - ONAW	5	6	7	71%	86%
ECN	1410	101	Traditional Class	8	9	11	73%	82%
ECN	1410	900	On-line Class	23	23	23	100%	100%
ECN	1410	901	On-line Class	9	12	14	64%	86%
ECN	1410	B20	Hybrid Class - ONAW	11	11	11	100%	100%
ECN	1430	102	Traditional Class	14	14	16	88%	88%
ECN	1430	300	Traditional Class - CCP	18	18	18	100%	100%
ECN	1430	302	Traditional Class - CCP	15	16	16	94%	100%
ECN	1430	304	Traditional Class - CCP	4	4	4	100%	100%
ECN	1430	900	On-line Class	17	18	23	74%	78%
ECN	1430	B20	Hybrid Class - ONAW	11	11	11	100%	100%
MGT	1010	102	Traditional Class	4	6	9	44%	67%
MGT	1010	300	On-line Class - CCP	8	8	8	100%	100%
MGT	1010	900	On-line Class	10	14	19	53%	74%
MGT	2000	100	Traditional Class	4	4	4	100%	100%
MGT	2000	900	On-line Class	10	11	12	83%	92%
MGT	2010	101	Traditional Class	5	5	6	83%	83%
MGT	2010	300	On-line Class - CCP	3	3	3	100%	100%
MGT	2010	900	On-line Class	14	16	18	78%	89%
MGT	2490	900	On-line Class	15	15	15	100%	100%
MGT	2490	B19	Hybrid Class - ONAW	5	5	6	83%	83%
MGT	2992	900	On-line Class	3	3	3	100%	100%
MGT	2992	901	On-line Class	9	9	9	100%	100%
MKT	1010	303	Traditional Class - CCP	8	8	8	100%	100%
MKT	1010	900	On-line Class	19	22	23	83%	96%
MKT	1010	B20	Hybrid Class - ONAW	10	10	10	100%	100%

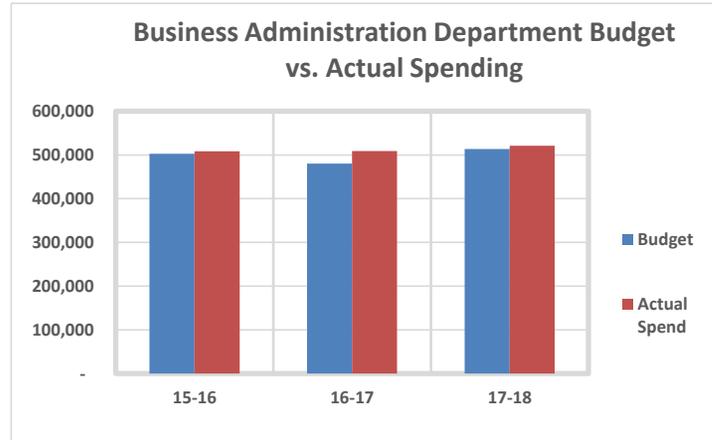
Source: Rhodes State College Banner System / BannerTree swgrdist Report / Office of Institutional Research  
 File: G:\Institutional Effectiveness\IR\ACBSP\Course Success Rates for ACBSP - Fall 2017 and Spring 2018.xlsx

# Total Student Credit Hours



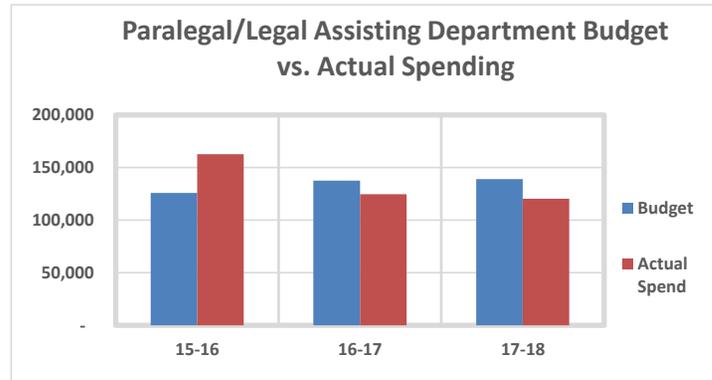
**Business Administration Department (1851)**

	Budget	Actual Spend	Difference	% Change
15-16	502,765	508,525	5,760	1.1%
16-17	479,956	509,050	29,094	6.1%
17-18	513,709	520,920	7,211	1.4%



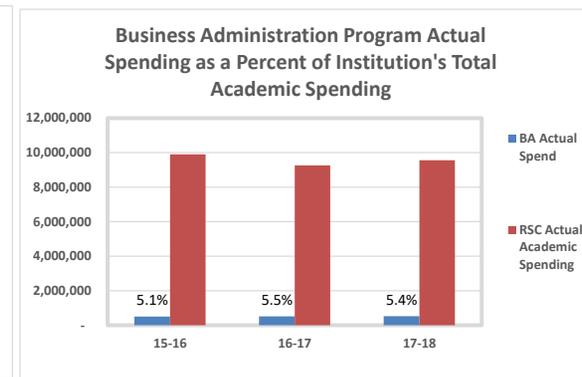
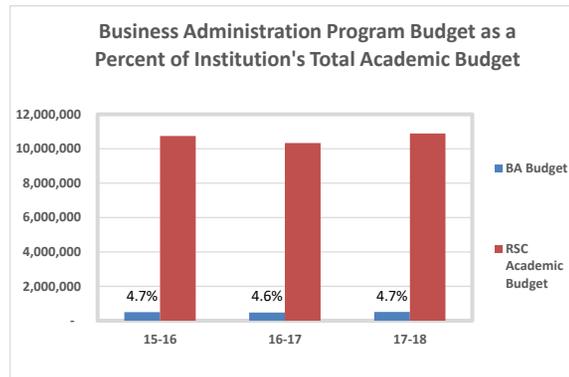
**Paralegal/Legal Assisting Department (1852)**

	Budget	Actual Spend	Difference	% Change
15-16	125,763	162,665	36,902	29.3%
16-17	137,529	124,795	(12,734)	-9.3%
17-18	138,931	120,310	(18,621)	-13.4%



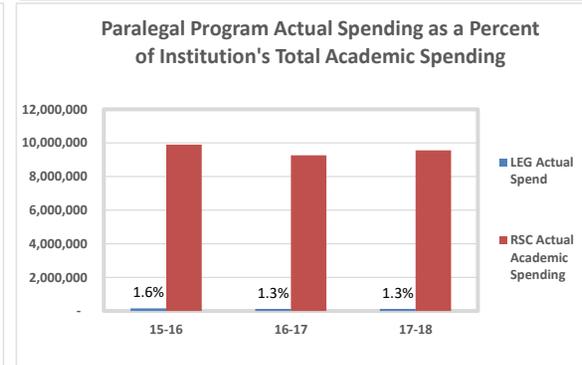
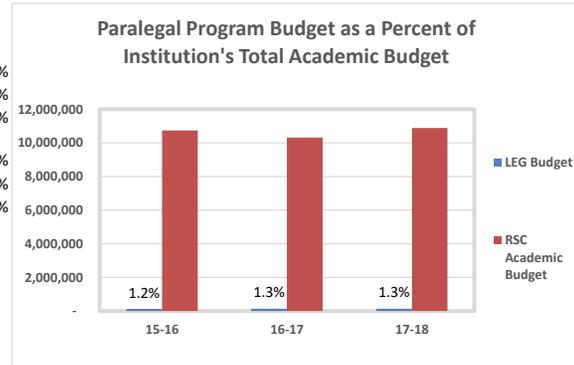
**Business Administration (1851)**

	BA Budget	RSC Academic Budget	
15-16	502,765	10,738,536	4.7%
16-17	479,956	10,324,151	4.6%
17-18	513,709	10,889,335	4.7%
	BA Actual Spending	RSC Actual Academic Spending	
15-16	508,525	9,902,685	5.1%
16-17	509,050	9,260,701	5.5%
17-18	520,920	9,559,002	5.4%

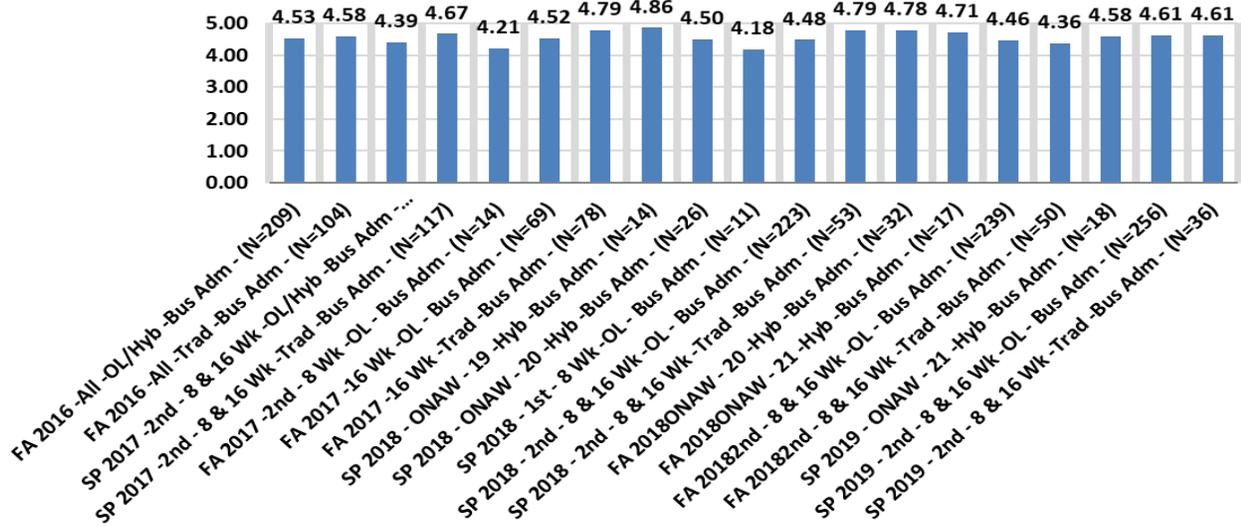


**Paralegal/Legal Assisting (1852)**

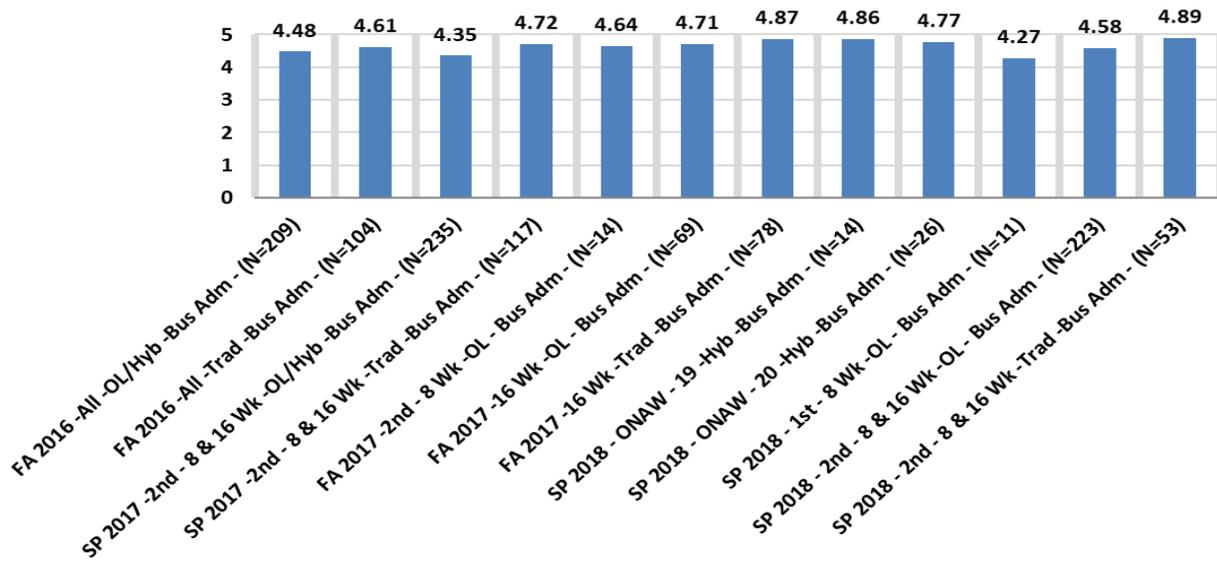
	LEG Budget	RSC Academic Budget	
15-16	125,763	10,738,536	1.2%
16-17	137,529	10,324,151	1.3%
17-18	138,931	10,889,335	1.3%
	LEG Actual Spending	RSC Actual Academic Spending	
15-16	162,665	9,902,685	1.6%
16-17	124,795	9,260,701	1.3%
17-18	120,310	9,559,002	1.3%



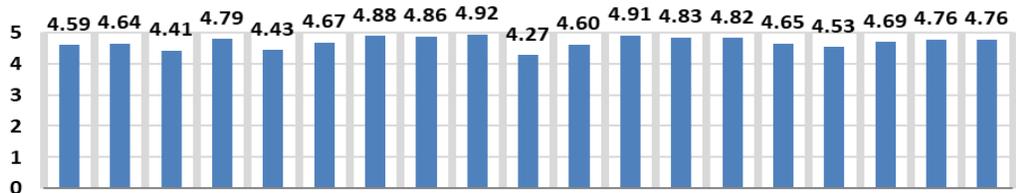
### The Instructor's Feedback on Assignments and Tests Improved My Understanding of the Course Content



### The Instructor Provided Feedback in a Timely Manner

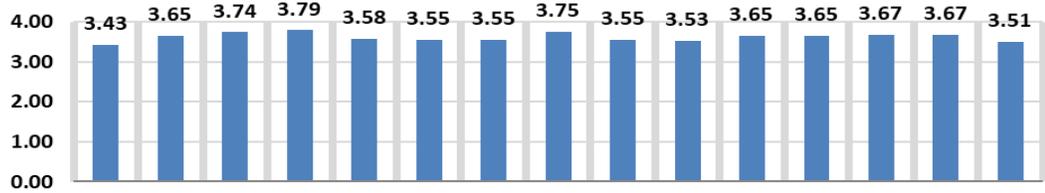


### The Instructor Showed Flexibility When Appropriate

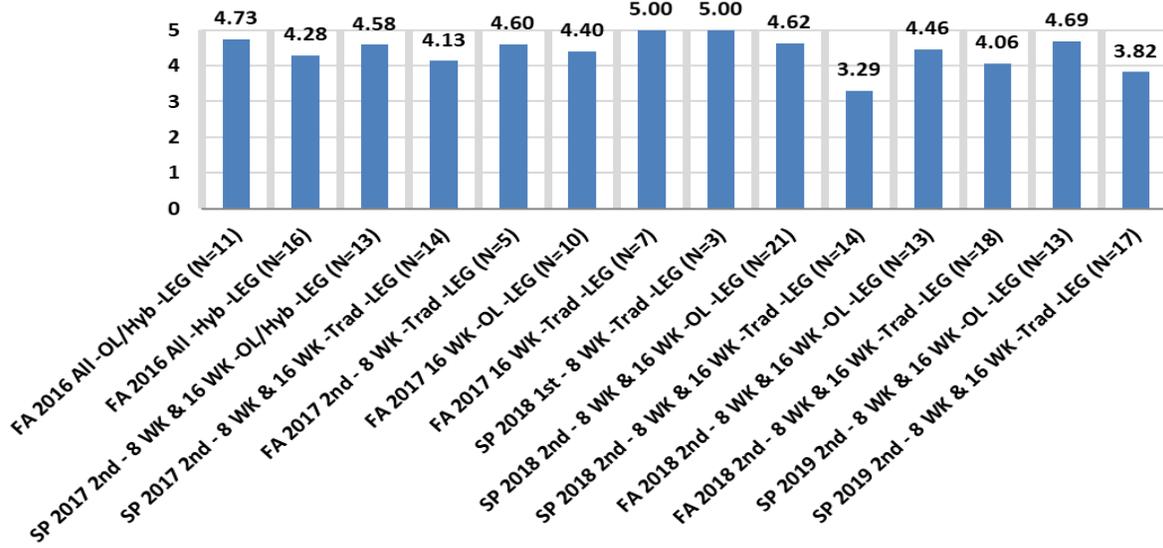


FA 2016 -All -OL/Hyb -Bus Adm - (N=209)  
 FA 2016 -All -Trad -Bus Adm - (N=104)  
 SP 2017 -2nd - 8 & 16 Wk -OL/Hyb -Bus Adm -  
 SP 2017 -2nd - 8 & 16 Wk -Trad -Bus Adm - (N=117)  
 FA 2017 -16 Wk -OL - Bus Adm - (N=14)  
 FA 2017 -16 Wk -Trad -Bus Adm - (N=69)  
 SP 2018 - ONAW - 19 -Hyb -Bus Adm - (N=78)  
 SP 2018 - 1st - 8 Wk -OL - Bus Adm - (N=14)  
 SP 2018 - 2nd - 8 & 16 Wk -OL - Bus Adm - (N=26)  
 SP 2018 - 2nd - 8 & 16 Wk -Trad -Bus Adm - (N=11)  
 FA 2018ONAW - 20 -Hyb -Bus Adm - (N=223)  
 FA 2018ONAW - 21 -Hyb -Bus Adm - (N=53)  
 FA 20182nd - 8 & 16 Wk -OL - Bus Adm - (N=32)  
 SP 2019 - ONAW - 21 -Hyb -Bus Adm - (N=17)  
 SP 2019 - 2nd - 8 & 16 Wk -OL - Bus Adm - (N=239)  
 SP 2019 - 2nd - 8 & 16 Wk -Trad -Bus Adm - (N=50)  
 SP 2019 - 2nd - 8 & 16 Wk -OL - Bus Adm - (N=18)  
 SP 2019 - 2nd - 8 & 16 Wk -Trad -Bus Adm - (N=256)  
 SP 2019 - 2nd - 8 & 16 Wk -Trad -Bus Adm - (N=36)

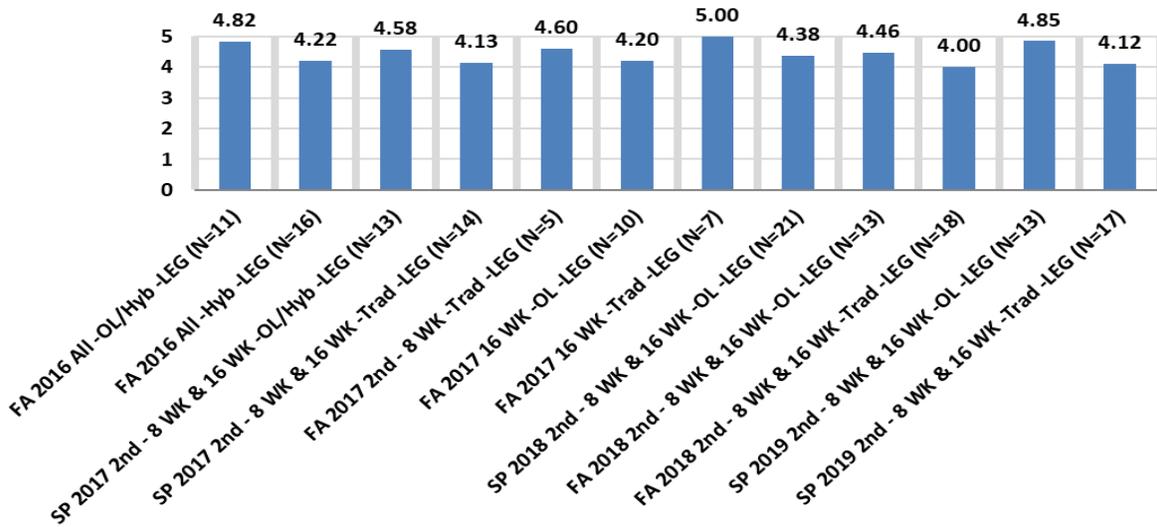
### I Would Recommend This Course to Another Student



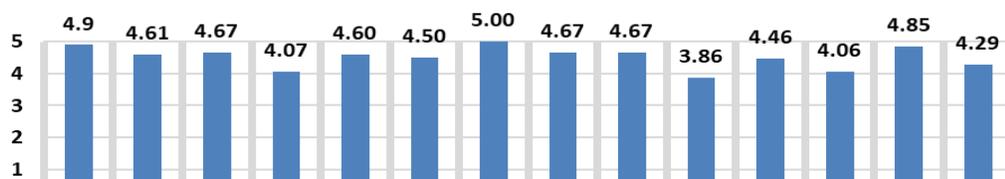
### The Instructor's Feedback on Assignments and Tests Improved My Understanding of the Course Content

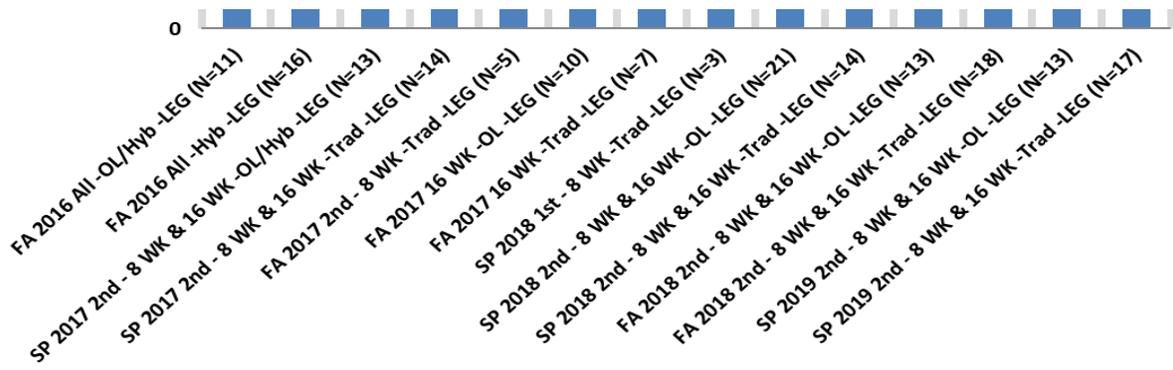


### The Instructor Provided Feedback in a Timely Manner

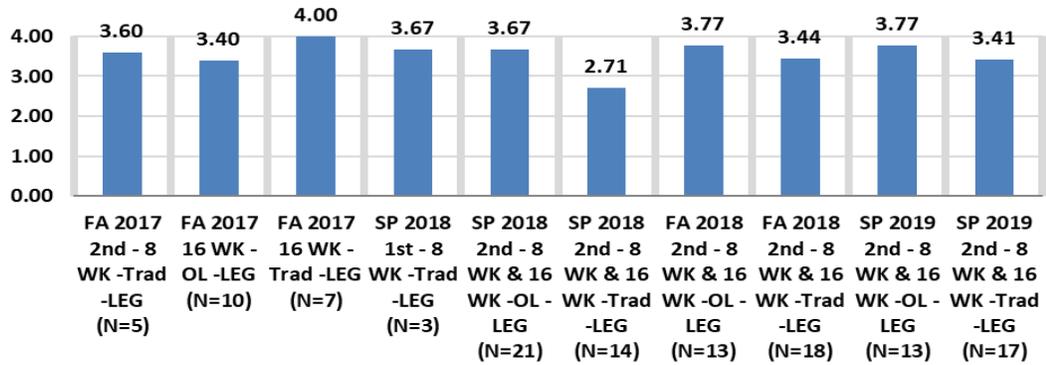


### The Instructor Showed Flexibility When Appropriate





### I Would Recommend This Course to Another Student



**TABLE 1: Student and Stakeholder Focused Results (Standard 3)**

- Student, stakeholder, and market focused results examine how well your business unit satisfies students and stakeholders key needs and expectations.
- Performance measures may include: satisfaction and dissatisfaction of current and past students and key stakeholders, perceived value, loyalty, persistence, or other aspects of relationship building, end of course surveys, alumni surveys, Internship feedback, etc.
- Measurement instrument or processes may include end of course surveys, alumni surveys, Internship feedback, etc.
- Each academic unit must demonstrate linkages to business practitioners and organizations, which are current and significant, including an advisory board.
- Periodic surveys should be made of graduates, transfer institutions, and/or employers of graduates to obtain data on the success of business programs in preparing students to compete successfully for entry-level positions.
- If for any given performance measure your goal is being exceeded repeatedly, consider either increasing the goal or changing the performance measure so that action can be taken to improve the program.
- For all data reported, show sample size (n = 75).

**Analysis of Results**

<b>Performance Measure:</b> What is your performance measure? What is your goal? (The goal should be measurable.)	<b>What is your measurement instrument or process?</b> (indicate length of cycle)	<b>Current Results:</b> What are your current results?	<b>Analysis of Results:</b> What did you learn from your results?	<b>Action Taken or Improvement Made:</b> What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)																																	
The Accredited Business Majors will achieve an 80% placement rate from the Graduate Survey Report prepared by the Career Services Office.	The Annual Graduate Survey Report from the Career Services Office.	Placement Rates from the Annual Graduate Survey Report have exceeded the goal of 80% for all years reported, except for the 2015-16 academic year which had a placement rate of 71%.	Overall graduation job placement rates are strong over the last 5 years. The only year that didn't meet the goal was 2015-16. The response rate for that year was also quite low which could be a contributor to the lower placement rate.	The local job market is very strong. Unemployment rates in the counties surrounding RSC are some of the lowest in the state of Ohio: Allen & Hardin Counties (3.0), Logan & Shelby Counties (2.7), Van Wert County (2.5), Putnam & Hancock Counties (2.4), Auglaize County (2.3), Mercer County (1.9) - per the Ohio Department of Job and Family Services April 2019 rankings. The Career Services Office continues to offer job fairs, interview workshops and one-on-one resume reviews meeting for students. Mandatory internships are required for all students in ACBSP accredited majors. Because of the strength of the local job market, apprenticeship and co-op opportunities with local employers are a strong area of emphasis for the future.	<table border="1"> <caption>Annual Graduation Placement Rate</caption> <thead> <tr> <th>Year</th> <th>Placement Rate (%)</th> <th>Sample Size (N)</th> </tr> </thead> <tbody> <tr> <td>Goal</td> <td>80.0%</td> <td>-</td> </tr> <tr> <td>2012-13</td> <td>91.4%</td> <td>58</td> </tr> <tr> <td>2013-14</td> <td>85.3%</td> <td>34</td> </tr> <tr> <td>2014-15</td> <td>89.5%</td> <td>57</td> </tr> <tr> <td>2015-16</td> <td>71.4%</td> <td>35</td> </tr> <tr> <td>2016-17</td> <td>88.6%</td> <td>70</td> </tr> </tbody> </table>	Year	Placement Rate (%)	Sample Size (N)	Goal	80.0%	-	2012-13	91.4%	58	2013-14	85.3%	34	2014-15	89.5%	57	2015-16	71.4%	35	2016-17	88.6%	70												
Year	Placement Rate (%)	Sample Size (N)																																				
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2016-17	88.6%	70																																				
Employers of Business Student Interns will report an overall rating of "Good" which is at least 56 out of 70 possible points on the Internship Student Performance Evaluation.	Spring 2016 through Spring 2018 Internship Student Performance Evaluations that were completed by the employers.	Student interns are rated by the employers on the following performance criteria: Knowledge, Planning, Accuracy, Adaptability, Judgement, Creativeness, Communication, Initiative, Interest, Cooperation, Reliability, Follow-up, Promptness, and Appearance. The scale to rank each of these 14 performance criteria is 5 (Excellent), 4 (Good), 3 (Satisfactory), 2 (Fair) and 1 (Poor). The rankings in the four terms ranged from 53.7 to 65.3. The goal was met in each term with the exception of Summer 2017, which scored a 53.7.	Overall employer satisfaction exceeded the goal. The one term where the goal was not exceeded has a small population which we believe contributed to the lower overall ranking. The area rated highest by employers was Student Cooperation and Reliability which averaged a 4.6. The areas rated the lowest by employers was Judgement, Creativeness, and Communication which averaged a 4.2.	Communication (Student's ability in presenting the results of her/his activities orally or in a written form) which averaged one of the lowest rankings of 4.2 was not an overall surprise. Communication has been an area of discussion and concern that has regularly been brought up at Advisory Committee Meetings. To target this area in the Spring of 2019, a proposal was presented to incorporate a Business Communication course into the Accounting, Business Administration, Human Resource and Marketing Degrees. The Chair of Business Administration and the Faculty (with input from the Advisory Committee) are working closely to redesign an existing Business Communication Course with the Chair of Humanities. Addition of the Business Communications course is expected to be put into the curriculum process in the Fall of 2019.	<table border="1"> <caption>Overall Employer Satisfaction with Business Student Interns (Out of 70)</caption> <thead> <tr> <th>Term</th> <th>Satisfaction Score</th> <th>Sample Size (N)</th> </tr> </thead> <tbody> <tr> <td>Goal</td> <td>56</td> <td>16</td> </tr> <tr> <td>SP 16</td> <td>61.8</td> <td>9</td> </tr> <tr> <td>SU 16</td> <td>62.2</td> <td>18</td> </tr> <tr> <td>FA 16</td> <td>64.4</td> <td>18</td> </tr> <tr> <td>SP 17</td> <td>58.3</td> <td>7</td> </tr> <tr> <td>SU 17</td> <td>53.7</td> <td>7</td> </tr> <tr> <td>FA 17</td> <td>65.3</td> <td>10</td> </tr> <tr> <td>SP 18</td> <td>62.1</td> <td>15</td> </tr> <tr> <td>SU 18</td> <td>61.4</td> <td>8</td> </tr> <tr> <td>FA 18</td> <td>59.0</td> <td>5</td> </tr> </tbody> </table>	Term	Satisfaction Score	Sample Size (N)	Goal	56	16	SP 16	61.8	9	SU 16	62.2	18	FA 16	64.4	18	SP 17	58.3	7	SU 17	53.7	7	FA 17	65.3	10	SP 18	62.1	15	SU 18	61.4	8	FA 18	59.0	5
Term	Satisfaction Score	Sample Size (N)																																				
Goal	56	16																																				
SP 16	61.8	9																																				
SU 16	62.2	18																																				
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FA 17	65.3	10																																				
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<b>Performance Measure:</b> <b>What is your performance measure? What is your goal? (The goal should be measurable.)</b>	<b>What is your measurement instrument or process? (indicate length of cycle)</b>	<b>Current Results: What are your current results?</b>	<b>Analysis of Results: What did you learn from your results?</b>	<b>Action Taken or Improvement Made: What did you improve or what is your next step?</b>	Provide a graph or table of resulting trends (3-5 data points preferred)																																	
<p>Business Student Interns will report an overall rating of their internship experience of "Good" which is at least 4 out of 5 possible points on the Internship Student Experience Evaluation.</p>	<p>Spring 2016 through Spring 2018 Internship Student Performance Evaluations that were completed by the students.</p>	<p>Student Interns rated their experience based on the following criteria: Supervision received at the internship site, Opportunities available to learn new things, Guidance received from supervisor, and Overall internship experience. The scale to rank each of these 4 criteria is 5 (Excellent), 4 (Good), 3 (Satisfactory), 2 (Fair), and 1 (Poor). The rankings in the three terms for overall internship experience ranged from 3.6 to 5.0. The goal was met in each term except Summer 2018.</p>	<p>Overall student satisfaction exceeded the goal. The one term where the goal was not exceeded has a small population which we believe contributed to the lower overall ranking. Students average ranking of supervision and guidance received from supervisor was 4.4.</p>	<p>The Evaluation form that the students fill out needs to be further developed. Rankings need to be added to measure how prepared students felt for their internship, and if proper assistance was provided to them in their process to locate an internship. The internship coordinator position which has been unfilled for several years is expected to be filled by Fall of 2019. Revision of this form will be discussed with the coordinator when they begin working.</p>	<p style="text-align: center;"><b>Overall Student Satisfaction with Internship Experience (Out of 5)</b></p> <table border="1"> <thead> <tr> <th>Term</th> <th>Value</th> <th>N</th> </tr> </thead> <tbody> <tr> <td>Goal</td> <td>4</td> <td>14</td> </tr> <tr> <td>SP 16</td> <td>4.4</td> <td>10</td> </tr> <tr> <td>SU 16</td> <td>4.6</td> <td>23</td> </tr> <tr> <td>FA 16</td> <td>4.2</td> <td>24</td> </tr> <tr> <td>SP 17</td> <td>4.5</td> <td>10</td> </tr> <tr> <td>SU 17</td> <td>4.9</td> <td>11</td> </tr> <tr> <td>FA 17</td> <td>4.2</td> <td>14</td> </tr> <tr> <td>SP 18</td> <td>4.4</td> <td>8</td> </tr> <tr> <td>SU 18</td> <td>3.6</td> <td>5</td> </tr> <tr> <td>FA 18</td> <td>5.0</td> <td>5</td> </tr> </tbody> </table>	Term	Value	N	Goal	4	14	SP 16	4.4	10	SU 16	4.6	23	FA 16	4.2	24	SP 17	4.5	10	SU 17	4.9	11	FA 17	4.2	14	SP 18	4.4	8	SU 18	3.6	5	FA 18	5.0	5
Term	Value	N																																				
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SP 16	4.4	10																																				
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SP 17	4.5	10																																				
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SP 18	4.4	8																																				
SU 18	3.6	5																																				
FA 18	5.0	5																																				
<p>The Accredited Business Unit Programs will conduct two Program Advisory Committee Meetings per academic year.</p>	<p>Agendas &amp; minutes from Program Advisory Committee meetings.</p>	<p>All accredited business programs met the goal.</p>	<p>The goal was met. Please note that in the 2015-2016 academic year, the Management/ Marketing program and Accounting/ Finance program were combined under the leadership of one Chair. In Fall 2015, separate Advisory Committee meetings were held for these areas, but in Spring 2016, a combined Advisory Committee meeting was held due to the meeting needing to be in advance of a dinner that the President hosts annually for Advisory Committee Members. This process of having separate meetings in the Fall and combined meetings in the Spring has continued.</p>	<p>In Spring 2015 and Spring of 2019, the Advisory Committees were surveyed to gain insight into their overall satisfaction and experience as a member of the committees. The response to the survey was overwhelmingly positive and emphasized that the members feel their input is valued by the program chair and faculty members. We plan to complete this survey bi-annually going forward. One area of concern noted on the most recent survey was that the Advisory Committee Members did not feel that the programs were effectively marketed to the community. New marketing strategies are currently being developed at the executive and cabinet level for RSC. Targeted program marketing is needed to grow enrollment.</p>	<p style="text-align: center;"><b>Number of Advisory Board Meetings Held Annually</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Value</th> <th>N</th> </tr> </thead> <tbody> <tr> <td>13'-14'</td> <td>6</td> <td>6</td> </tr> <tr> <td>14'-15'</td> <td>6</td> <td>6</td> </tr> <tr> <td>15'-16'</td> <td>5</td> <td>5</td> </tr> <tr> <td>16'-17'</td> <td>5</td> <td>5</td> </tr> <tr> <td>17'-18'</td> <td>5</td> <td>5</td> </tr> </tbody> </table>	Year	Value	N	13'-14'	6	6	14'-15'	6	6	15'-16'	5	5	16'-17'	5	5	17'-18'	5	5															
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**Analysis of Results**

<p><b>Performance Measure:</b> For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal</p>	<p><b>What is your measurement instrument or process?</b> Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)</p>	<p><b>Current Results:</b> What are your current results?</p>	<p><b>Analysis of Results:</b> What did you learn from your results?</p>	<p><b>Action Taken or Improvement Made:</b> What did you improve or what is your next step?</p>	<p>Provide a graph or table of resulting trends (3-5 data points preferred)</p>												
<p><b>Program</b> - AAB in Accounting; <b>Program Learning Outcome:</b> Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to their chosen profession. <b>Course Student Learning Outcome: (ACC-2010)</b> Analyze ethical dilemma and business analysis cases. <b>Goal:</b> 80% of students will score 70% or above on the Group and Target Cases assigned throughout the course.</p>	<p>In <b>ACC-2010 (Intermediate Accounting1)</b> students complete case studies throughout the course as individuals and in groups which require extensive use of critical thinking skills being applied to specific situations an individual could encounter in the field of financial accounting. Grading on this assignment is done via an answer key. All sections of the class complete the same assignment. This is a direct, formative, internal, and comparative assessment.</p>	<p>Fall 2015 Seated &amp; On-line Classes - 95% of the students scored 80% or above; Fall 2016 Seated &amp; On-line Classes - 94% of the students scored 80% or above; Fall 2017 Seated &amp; On-line Classes - 100% of the students scored 80% or above</p>	<p>Goal was met in all three semesters that were examined. Class Populations for Fall 2017 were quite small which likely accounted for all students attaining the 100% mark.</p>	<p>During the 2016-2017 assessment process it was noted that rigor should be added to this assessment through the incorporation of a comprehensive case study at the end of the term on a publically traded company's financial statements. This was implemented for the first time in the 2017-18 academic year. Cases related to Target Corporation's Financial Statements are utilized at the end of each Chapter but is submitted as a comprehensive case study at the end of the term. This provides an opportunity to utilize critical thinking skills and is a comprehensive review of the key topics covered during the course. Student performed extremely well on this new assignment in the 2017-18 academic year. Consideration is being given to incorporating a similar assignment in the ACC 2020 course in the 2018-19 academic year. Additionally, in the future consideration should be given to develop a case in which the students would be required to select different companies to analyze. This would better prevent opportunities for working together on the cases and potential cheating.</p>	<p align="center"><b>ACC 2010 SLO</b></p> <table border="1"> <caption>ACC 2010 SLO Performance Data</caption> <thead> <tr> <th>Year</th> <th>Actual</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>Fall 2015 Seated &amp; On-line (N=22)</td> <td>95%</td> <td>80%</td> </tr> <tr> <td>Fall 2016 Seated &amp; On-line (N=16)</td> <td>94%</td> <td>80%</td> </tr> <tr> <td>Fall 2017 Seated &amp; On-line (N=8)</td> <td>100%</td> <td>80%</td> </tr> </tbody> </table>	Year	Actual	Goal	Fall 2015 Seated & On-line (N=22)	95%	80%	Fall 2016 Seated & On-line (N=16)	94%	80%	Fall 2017 Seated & On-line (N=8)	100%	80%
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<p><b>Program</b> - AAB in Business Administration; <b>Program Learning Outcome:</b> Apply team leadership skills needed in an entry level supervisor position. <b>Course Student Learning Outcome: (MGT-1250)</b> Develop critical leadership skills through the building of a business plan in a team setting. <b>Goal:</b> 75% of the students will be scored 73% or higher on the Business Plan Judge's rubrics.</p>	<p>In <b>MGT-1250 (Team Building)</b> students work in teams to prepare a detailed written business plan that is presented to a panel of judges at the end of each semester. Grading on this assignment is done via a rubric completed by judges/instructor. All sections of the class complete the same assignment. This is a direct, formative, internal, and comparative assessment.</p>	<p>Spring 2016 Seated Classes - 65% of the students scored 73% or above; Spring 2017 Seated and ONAW classes - 73% of the students scored 73% or above; Spring 2018 Traditional, CCP &amp; ONAW Classes - 81% of students scored 73% or above.</p>	<p>Results have steadily improved in these classes over the last three years. In Spring 2016 it was noted that the ONAW MGT 1250 class was not completing this project. This project was added into the ONAW class in the next academic year. In the 2017-2018 academic year, the seated class collaborated with the Digital Media program instructors and students to help produce the student commercials for the business plan projects. This collaboration was well received by both the Business and Digital Media students.</p>	<p>Generally the ONAW and CCP sections of this course will perform stronger on the Team Project due in large part to attendance. High School and ONAW students are required to attend classes which makes working in a team much easier. Attendance in the traditional on campus seated section of this class can be very poor for some students which can create poor dynamics amongst the team members. One team in the MGT 1250-102 section struggled greatly putting together the financial information for their business plan. Chair and Lead faculty discussed this issue and landed on a process improvement for the 100 sections that will be implemented in Fall 2018. Two weeks prior to the scheduled business plan deadlines, each team will have their final cash flow, income statement and loan amount excel spreadsheet prepared for review. An Accounting faculty will come into class to review each team's documents with them prior to final submission to help provide guidance and ensure the team is presenting reasonable information in their Business Plan presentations.</p>	<p align="center"><b>MGT-1250 SLO</b></p> <table border="1"> <caption>MGT-1250 SLO Performance Data</caption> <thead> <tr> <th>Year/Section</th> <th>Actual Performance (%)</th> <th>Goal (%)</th> </tr> </thead> <tbody> <tr> <td>Spring 2016 Seated (N=17)</td> <td>65%</td> <td>73%</td> </tr> <tr> <td>Spring 2017 Seated and ONAW (N=30)</td> <td>73%</td> <td>73%</td> </tr> <tr> <td>Spring 2018 Seated, CCP &amp; ONAW (N=27)</td> <td>81%</td> <td>73%</td> </tr> </tbody> </table>	Year/Section	Actual Performance (%)	Goal (%)	Spring 2016 Seated (N=17)	65%	73%	Spring 2017 Seated and ONAW (N=30)	73%	73%	Spring 2018 Seated, CCP & ONAW (N=27)	81%	73%
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<p><b>Program</b> - AAB in Human Resource; <b>Program Learning Outcome:</b> Human Resource Majors will be able to develop the ability to be a problem solver utilizing critical thinking skills as they apply to their chosen profession. <b>Course Student Learning Outcome: (MGT-2410)</b> Assess and conduct a mock interview with your peers. <b>Goal:</b> 75% of the students will score 73% of above based on a grading rubric.</p>	<p>In <b>MGT-2410 (Employee Selection and Placement)</b> students participate in a mock interview from both the perspective of the interviewer and the interviewee. Grading on this assignment is done via a rubric. This is a direct, formative, and internal assessment.</p>	<p>Spring 2016 on-line class - 87% of students scored 73% or above; Spring 2017 on-line class - assessment was not completed; Spring 2018 on-line course - 80% of students scored 73% or above; Spring 2019 on-line course - 92% of students scored 73% or above.</p>	<p>Goal was met in all three semesters that the assessment was conducted. In Spring of 2016 the mock interviews were conducted remotely. In Spring of 2017, the students submitted a resume and completed an assignment related to a job interview, but no mock interview was completed. Chair discussed this with full time faculty during the annual assessment process and determined that this was a critical assessment related to course student learning outcome. In person/face to face interviews needed to be added back into this course for any future sections.</p>	<p>In the Spring of 2019, mock interviews were held. 20 students participated in the face to face format and 3 conducted telephone interviews due to not being able to come to campus. By chance the mock interviews were held on the same day at the campus job fair, this worked very well as we encouraged students to stop at the job fair while they were already on campus. We will plan to arrange mock interviews the same day as the job fair in the future. Additionally the incorporation of ZOOM is being considered to provide a visual component for the interviews of students that cannot come to campus.</p>	<p align="center"><b>MGT-2410 SLO</b></p> <table border="1"> <caption>MGT-2410 SLO Performance Data</caption> <thead> <tr> <th>Year</th> <th>Goal (%)</th> <th>Actual (%)</th> </tr> </thead> <tbody> <tr> <td>Spring 2016 On-line (N=15)</td> <td>75%</td> <td>87%</td> </tr> <tr> <td>Spring 2017 On-line (N=0)</td> <td>75%</td> <td>0%</td> </tr> <tr> <td>Spring 2018 On-line (N=15)</td> <td>75%</td> <td>80%</td> </tr> <tr> <td>Spring 2019 On-line (N=25)</td> <td>75%</td> <td>92%</td> </tr> </tbody> </table>	Year	Goal (%)	Actual (%)	Spring 2016 On-line (N=15)	75%	87%	Spring 2017 On-line (N=0)	75%	0%	Spring 2018 On-line (N=15)	75%	80%	Spring 2019 On-line (N=25)	75%	92%
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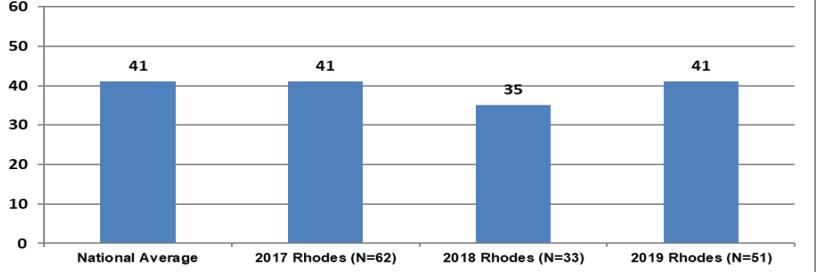
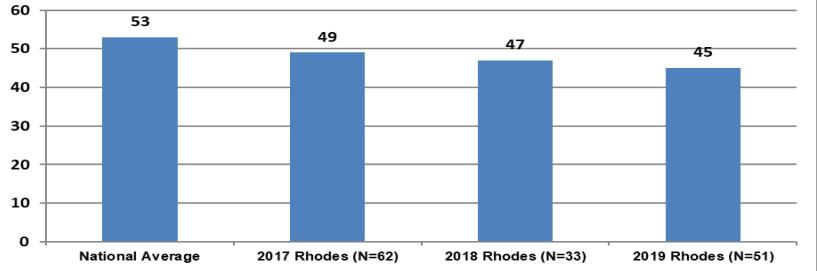
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<p><b>Program</b> - AAB in Marketing; <b>Program Learning Outcome:</b> Marketing Majors will be able to construct an integrated marketing communication mix conveying product, price, place, and promotion in the form of Sales Promotion, Sales, Advertising, and Public Relations. <b>Course Student Learning Outcome: (MKT-1010)</b> Design marketing mixes for target markets. <b>Goal:</b> 85% of the students will score 73% or above on graded rubric.</p>	<p>In <b>MKT-1010 (Principles of Marketing)</b> students complete a Personal Marketing Plan Presentation. Grading on this assignment is done via a rubric. All sections of the class complete the same assignment. This is a direct, formative, internal, and comparative assessment.</p>	<p>Spring 2016 Traditional course - 94% of the students scored 73% or above; Fall 2016 Traditional &amp; On-line and Spring 2017 Traditional and On-line Courses - 80% of the students scored 73% or above; Fall 2017 On-line and Spring 2017 On-line &amp; ONAW Courses - 85% of the students scored 73% or above</p>	<p>In the Spring of 2016 a marketing simulation task group project was being used to assess this student learning outcome. In the 2016-17 academic year Connect assignments were added to further students knowledge of concepts and practices in marketing. Additionally this assessment was changed to a Personal Marketing Plan. 8 students did not complete their MKT 1010 course which contributed significantly to the goal not being met in the 2016-17 academic year. Standard was met in the 2017-18 academic year.</p>	<p>New full-time marketing faculty will be teaching through this course for the first time in the 2018-19 academic year. Entire course, SLO's and related assessments will be evaluated for effectiveness. There is a concern overall about the quality of the textbook in this course in regards to its currency, relevancy, and high cost.</p>	<p align="center"><b>MKT-1010 SLO</b></p> <table border="1"> <caption>MKT-1010 SLO Performance Data</caption> <thead> <tr> <th>Assessment Period</th> <th>Goal (%)</th> <th>Actual (%)</th> </tr> </thead> <tbody> <tr> <td>Spring 2016 Traditional (N=17)</td> <td>85%</td> <td>94%</td> </tr> <tr> <td>Fall 2016 Traditional &amp; On-line; Spring 2017 Traditional &amp; On-line (N=58)</td> <td>85%</td> <td>80%</td> </tr> <tr> <td>Fall 2017 On-line; Spring 2018 on-line &amp; ONAW (N=48)</td> <td>85%</td> <td>85%</td> </tr> </tbody> </table>	Assessment Period	Goal (%)	Actual (%)	Spring 2016 Traditional (N=17)	85%	94%	Fall 2016 Traditional & On-line; Spring 2017 Traditional & On-line (N=58)	85%	80%	Fall 2017 On-line; Spring 2018 on-line & ONAW (N=48)	85%	85%
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<p><b>Program:</b> AAB in Paralegal/Legal Assisting; <b>Program Learning Outcome:</b> A paralegal graduate is qualified to perform specific substantive legal work as directed by an attorney. <b>Course Student Learning Outcome: (LEG 2200)</b> Students demonstrate ability to analyze a clients case, identify legal issues apply their knowledge by preparing the appropriate forms to complete a personal Chapter 7 bankruptcy case study. <b>Goal:</b> 70% at an acceptable level or higher</p>	<p>In <b>LEG-2200 (Debtor/Creditor/Bankruptcy)</b> this is measured through student performance on personal bankruptcy case study assignment. Grading on this assignment is done via a rubric. This is a direct, formative, and internal assessment.</p>	<p>Fall 2015 Class - 71% of the students met the standard; Fall 2016 Class – 100% of the students met the standard (Note small class size); Fall 2017 Class cancelled due to low enrollment; Fall 2018 – 100% of the students met the standard (Note small class size).</p>	<p>The goal has been met each year the course was offered. The case study is an effective way to see a student's knowledge and application level ability to meet the student learning outcome.</p>	<p>No changes will be make except to update case study to conform to changes in bankruptcy law. Case study is a practical way to assess a student's knowledge of subject material, ability to think critically, and apply the learning to a real life substantive legal work.</p>	<p align="center"><b>LEG 2200 SLO</b></p> <table border="1"> <caption>LEG 2200 SLO Performance Data</caption> <thead> <tr> <th>Assessment Period</th> <th>Goal (%)</th> <th>Actual (%)</th> </tr> </thead> <tbody> <tr> <td>Fall 2015 (N=7)</td> <td>70%</td> <td>70%</td> </tr> <tr> <td>Fall 2016 (N=5)</td> <td>70%</td> <td>100%</td> </tr> <tr> <td>Fall 2018 (N=3)</td> <td>70%</td> <td>100%</td> </tr> </tbody> </table>	Assessment Period	Goal (%)	Actual (%)	Fall 2015 (N=7)	70%	70%	Fall 2016 (N=5)	70%	100%	Fall 2018 (N=3)	70%	100%
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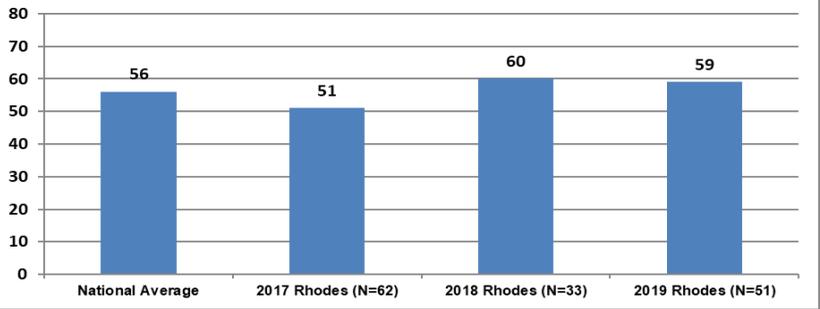
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Rhodes State graduates of the Accounting, Business Administration, Business Management, Marketing, Human Resources, & Paralegal Majors will perform at or above the national average on key accounting concepts that are covered on the Educational Testing Service (ETS) Major Field Test (MFT).	Educational Testing Service (ETS) Major Field Test (MFT) for Associate Degree Business. (Direct, Summative, External, and Comparative)	Financial Accounting Concepts measured were the Balance Sheet, the Income Statement, & the Statement of Retained Earnings. In 2017 and 2018, our graduates fell below the national average on the Balance Sheet concepts, but in 2019 our graduates met the national average. In 2017, our graduates exceeded the national average on the Income Statement and the Retained Earnings concepts. Performance on this measure declined below the National average in 2018 and 2019.	We have mixed results on these Financial Accounting concepts, but are trending closely with the National Average. Exams in the ACC 1010 (Corporate Accounting) course were significantly changed in the Spring of 2019 to better align with course learning outcomes and provide students the opportunity to work more problems on the exams. Exams were also restructured to allow more time for students to process the material from Chapter 3 (Adjusting Accounts for Financial Statements) before they are tested on it.	The Chair of the Business Program is planning to teach a section of ACC 1010 (Corporate Accounting) in the Fall of 2019 to take a fresh look at the overall course and exam structure to ensure assessments are appropriate and focused on the most critical areas of Financial Accounting. The cost of administering the ETS field test is quite high and the data provided from it is limited in value. Because of the specialized nature of the Business Degrees offered at Rhodes State, many students are being tested on areas in the ETS field test that were not a significant part of their education. Consideration needs to be given to move to a different testing provider with more opportunities for customization or to develop an in house assessment of key business concepts that can be utilized across the capstone courses.	<div data-bbox="1814 365 2620 722"> <p align="center"><b>ETS Major Field Test Results - Financial Accounting Topic: Balance Sheet</b></p> <table border="1"> <caption>ETS Major Field Test Results - Financial Accounting Topic: Balance Sheet</caption> <thead> <tr> <th>Year/Category</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>National Average</td> <td>40</td> </tr> <tr> <td>2017 Rhodes (N=62)</td> <td>34</td> </tr> <tr> <td>2018 Rhodes (N=33)</td> <td>35</td> </tr> <tr> <td>2019 Rhodes (N=51)</td> <td>40</td> </tr> </tbody> </table> </div> <div data-bbox="1814 730 2620 1063"> <p align="center"><b>ETS Major Field Test Results - Financial Accounting Topic: Income Statement and Statement of Retained Earnings</b></p> <table border="1"> <caption>ETS Major Field Test Results - Financial Accounting Topic: Income Statement and Statement of Retained Earnings</caption> <thead> <tr> <th>Year/Category</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>National Average</td> <td>40</td> </tr> <tr> <td>2017 Rhodes (N=62)</td> <td>43</td> </tr> <tr> <td>2018 Rhodes (N=33)</td> <td>37</td> </tr> <tr> <td>2019 Rhodes (N=51)</td> <td>36</td> </tr> </tbody> </table> </div>	Year/Category	Score	National Average	40	2017 Rhodes (N=62)	34	2018 Rhodes (N=33)	35	2019 Rhodes (N=51)	40	Year/Category	Score	National Average	40	2017 Rhodes (N=62)	43	2018 Rhodes (N=33)	37	2019 Rhodes (N=51)	36
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<p>Rhodes State graduates of the Accounting, Business Administration, Business Management, Marketing, Human Resources, &amp; Paralegal Majors will perform at or above the national average on key management concepts that are covered on the Educational Testing Service (ETS) Major Field Test (MFT).</p>	<p>Educational Testing Service (ETS) Major Field Test (MFT) for Associate Degree Business. (Direct, Summative, External, and Comparative)</p>	<p>Management Concepts measured were Group Team Dynamics and Functions (Organizational Structure/ Planning/ Controlling). In 2017 and 2019, our graduates met the national average on the Group Team Dynamics concepts, but in 2018 our graduates fell below the national average. In 2017, 2018 and 2019, our graduates fell below the national average on Functions (Organizational Structure /Planning /Controlling).</p>	<p>We are trending closely with the National Average on Group/Team Dynamics. We are below the National Average and trending down on Management Functions. Please note that the Accounting and Paralegal Students that are taking the ETS field test do not take any management or team leadership classes in their degree pathway.</p>	<p>Weight of points in exercises in MGT 1250 (Team Building) course should be increased to encourage students to complete them and better understand foundational terminology related to Management. The cost of administering the ETS field test is quite high and the data provided from it is limited in value. Because of the specialized nature of the Business Degrees offered at Rhodes State, many students are being tested on areas in the ETS field test that were not a significant part of their education. Consideration needs to be given to move to a different testing provider with more opportunities for customization or to develop an in house assessment of key business concepts that can be utilized across the capstone courses.</p>	<div style="text-align: center;"> <p><b>ETS Major Field Test Results - Management Topic: Group/Team Dynamics</b></p>  <table border="1"> <thead> <tr> <th>Year/Category</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>National Average</td> <td>41</td> </tr> <tr> <td>2017 Rhodes (N=62)</td> <td>41</td> </tr> <tr> <td>2018 Rhodes (N=33)</td> <td>35</td> </tr> <tr> <td>2019 Rhodes (N=51)</td> <td>41</td> </tr> </tbody> </table> </div> <div style="text-align: center; margin-top: 10px;"> <p><b>ETS Major Field Test Results - Management Topic: Management - Functions (Organizational Structure/Planning/Controlling)</b></p>  <table border="1"> <thead> <tr> <th>Year/Category</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>National Average</td> <td>53</td> </tr> <tr> <td>2017 Rhodes (N=62)</td> <td>49</td> </tr> <tr> <td>2018 Rhodes (N=33)</td> <td>47</td> </tr> <tr> <td>2019 Rhodes (N=51)</td> <td>45</td> </tr> </tbody> </table> </div>	Year/Category	Score	National Average	41	2017 Rhodes (N=62)	41	2018 Rhodes (N=33)	35	2019 Rhodes (N=51)	41	Year/Category	Score	National Average	53	2017 Rhodes (N=62)	49	2018 Rhodes (N=33)	47	2019 Rhodes (N=51)	45
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2019 Rhodes (N=51)	41																								
Year/Category	Score																								
National Average	53																								
2017 Rhodes (N=62)	49																								
2018 Rhodes (N=33)	47																								
2019 Rhodes (N=51)	45																								

**Analysis of Results**

<b>Performance Measure: For each assessment, identify the following - 1. Academic Program, 2. Student Learning Outcome, 3. Measurable Goal</b>	<b>What is your measurement instrument or process? Do not use grades. Indicate type of instrument (e.g. direct, formative, internal, comparative)</b>	<b>Current Results: What are your current results?</b>	<b>Analysis of Results: What did you learn from your results?</b>	<b>Action Taken or Improvement Made: What did you improve or what is your next step?</b>	<b>Provide a graph or table of resulting trends (3-5 data points preferred)</b>										
<p>Rhodes State graduates of the Accounting, Business Administration, Business Management, Marketing, Human Resources, and Paralegal Majors will perform at or above the national average on key economic concepts that are covered on the Educational Testing Service (ETS) Major Field Test (MFT).</p>	<p>Educational Testing Service (ETS) Major Field Test (MFT) for Associate Degree Business. (Direct, Summative, External, and Comparative)</p>	<p>Economic Concepts that were measured was Fiscal Policy. Our graduates performed above the national average in in 2018 and 2019 which was a significant improvements over the 2017 performance</p>	<p>All Rhodes State Business Students take either Macroeconomics or Microeconomics. Only the Business Administration students take both Economics courses. The implementation of Pearson's My Lab platform in the Economics courses appears to be positively impacting performance.</p>	<p>In the summer of 2019 we are piloting a major change in the course project for ECN 1430 (Macroeconomics). The goal of this change is to provide more opportunities for students to apply the chapter concepts to real life scenarios. The cost of administering the ETS field test is quite high and the data provided from it is limited in value. Because of the specialized nature of the Business Degrees offered at Rhodes State, many students are being tested on areas in the ETS field test that were not a significant part of their education. Consideration needs to be given to move to a different testing provider with more opportunities for customization or to develop an in house assessment of key business concepts that can be utilized across the capstone courses.</p>	<p align="center"><b>ETS Major Field Test Results - Macroeconomcis Topic: Monetary and Fiscal Policy</b></p>  <table border="1"> <thead> <tr> <th>Year/Category</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>National Average</td> <td>56</td> </tr> <tr> <td>2017 Rhodes (N=62)</td> <td>51</td> </tr> <tr> <td>2018 Rhodes (N=33)</td> <td>60</td> </tr> <tr> <td>2019 Rhodes (N=51)</td> <td>59</td> </tr> </tbody> </table>	Year/Category	Score	National Average	56	2017 Rhodes (N=62)	51	2018 Rhodes (N=33)	60	2019 Rhodes (N=51)	59
Year/Category	Score														
National Average	56														
2017 Rhodes (N=62)	51														
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**TABLE 3a: Faculty and Staff Focus Results (Standard 5)**

Complete the following table. Provide three or four examples, reporting what you consider to be the most important data. It is not necessary to provide results for every process.

<b>Faculty and Staff Focused Results</b>	<p>Faculty and staff-focused results examine how well the organization creates and maintains a positive, productive, learning-centered work environment for business faculty and staff.  <i>Key indicators may include: professional development, scholarly activities, community service, administrative duties, business and industry interaction, number of advisees, number of committees, number of theses supervised, satisfaction or dissatisfaction of faculty and staff, positive, productive, and learning-centered environment, safety, absenteeism, turnover, or complaints.</i></p> <p>- If for any given performance measure your goal is being exceeded repeatedly, consider either increasing the goal or changing the performance measure so that action can be taken to improve the program.</p> <p>- For all data reported, show sample size (n=75).</p>
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**Analysis of Results**

Performance Measure: What is your performance measure? What is your goal? (The goal should be measurable.)	What is your measurement instrument or process? (indicate length of cycle)	Current Results: What are your current results?	Analysis of Results: What did you learn from your results?	Action Taken or Improvement Made: What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)																					
The ACBSP Accredited Majors within the Business, Technology, and Public Service Division will strive for turnover of no more than one Full-Time Employee in an Academic year.	Annual review of employment status of full time dean, chair, coordinator, and faculty.	Goal was met in in 4 of the 6 years reported. Over the last six years turnover has remained fairly low with the exception of the 2017-2018 academic year. It is important to note that over the last six years full time employees supporting the ACBSP accredited majors have been reduced from eight employees to six.	While we strive for minimal turnover in employees, it is not unavoidable. Faculty turnover has largely been due to retirements and faculty leaving to pursue their completion of Doctorate Degrees full-time. In the summer of 2016 the Business and Public Service Division and Information Technology and Engineering Technology Division were merged into one new division (Business, Technology, and Public Service), and a new Dean was hired to oversee this newly created division. There has been significant turnover in the Dean's position over the last 6 years which has proved challenging for the division.	The ACBSP Accredited Majors will continue to monitor turnover closely. In the Spring of 2019 a new Dean was hired to oversee both the Business, Technology, and Public Service Division as well as the Workforce, Economic Development, and Continuing Education Department at the college. This Dean brings a wealth of institutional, state, and workforce oriented knowledge to the position. The Division is relying on this Dean to bring much needed stability to the position and develop collaboration between the Business, Technology, and Public Service Division as well as the Workforce, Economic Development, and Continuing Education Department. Retention initiatives are also a significant part of current the institutional strategic plan.	<p style="text-align: center;"><b>Business Unit Full Time Employee Turnover</b></p> <table border="1"> <caption>Business Unit Full Time Employee Turnover Data</caption> <thead> <tr> <th>Year</th> <th>Total Full Time Employees (Including Dean, Chairs, Coordinators and Faculty)</th> <th>Full Time Employee Turnover</th> </tr> </thead> <tbody> <tr> <td>2012-2013 (N=8)</td> <td>8</td> <td>1</td> </tr> <tr> <td>2013-2014 (N=7)</td> <td>7</td> <td>1</td> </tr> <tr> <td>2014-2015 (N=7)</td> <td>7</td> <td>2</td> </tr> <tr> <td>2015-2016 (N=6)</td> <td>6</td> <td>1</td> </tr> <tr> <td>2016-2017 (N=6)</td> <td>6</td> <td>0</td> </tr> <tr> <td>2017-2018 (N=6)</td> <td>6</td> <td>4</td> </tr> </tbody> </table>	Year	Total Full Time Employees (Including Dean, Chairs, Coordinators and Faculty)	Full Time Employee Turnover	2012-2013 (N=8)	8	1	2013-2014 (N=7)	7	1	2014-2015 (N=7)	7	2	2015-2016 (N=6)	6	1	2016-2017 (N=6)	6	0	2017-2018 (N=6)	6	4
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**Analysis of Results**

<b>Performance Measure:</b> <b>What is your performance measure?</b> <b>What is your goal?</b> <b>(The goal should be measurable.)</b>	<b>What is your measurement instrument or process?</b> <b>(indicate length of cycle)</b>	<b>Current Results: What are your current results?</b>	<b>Analysis of Results: What did you learn from your results?</b>	<b>Action Taken or Improvement Made:</b> <b>What did you improve or what is your next step?</b>	<b>Provide a graph or table of resulting trends (3-5 data points preferred)</b>																											
<p>The ACBSP Accredited Majors within the Business, Technology, and Public Division will strive to have no more than 80 students assigned to a faculty advisor during an academic term.</p>	<p>Report of students assigned to faculty advisors from Banner.</p>	<p>Goal was met with the exception of Fall 2015. In the Fall of 2015 the Marketing/Business Admin Faculty was brand new which is why no students were assigned to her at that time. Training was done during the Fall of 2015 with her on the Advising Process and students were transitioned to her for advising over the remainder of the academic term.</p>	<p>Currently students are assigned to faculty advisors based on their major. The Business Administration Major has significantly more students than other business related majors which in-turn can cause those faculty to have a higher number of students to advise. One item that this graph does not capture is the fact that all advising for students over 30 credit hours from mid May to mid August falls on the Business Program Chair due to her three full time faculty members being off contract during the summer. Additionally, students work directly with the Business Program Chair when arranging their internships. Faculty advisors along with the Chair work closely with each other to ensure that all students are advised and often advise students even when they are not assigned to them. Advising is truly a collaborative team effort.</p>	<p>One area that the Business Program Chair would like to see improved upon in her area is the Advising process related to internships. A webpage needs to be developed with all of the critical information that students need to be able to register for the internship. The forms required for the internship also need to be improved. Separate forms need to be created for students completing their internship at their current employer versus a new employer. This webpage along with additional training for faculty advisors will help alleviate the Business Program Chair from having to handle virtually all student advising responsibilities related to the internship process.</p>	<p align="center"><b>Number of Students Assigned to Faculty Advisor</b></p> <table border="1"> <caption>Number of Students Assigned to Faculty Advisor</caption> <thead> <tr> <th>Advisor</th> <th>Fall 2015</th> <th>Fall 2016</th> <th>Fall 2017</th> </tr> </thead> <tbody> <tr> <td>Business Program Chair</td> <td>57</td> <td>20</td> <td>43</td> </tr> <tr> <td>Accounting Faculty</td> <td>39</td> <td>39</td> <td>27</td> </tr> <tr> <td>HR &amp; Business Admin Faculty</td> <td>148</td> <td>69</td> <td>61</td> </tr> <tr> <td>Marketing &amp; Business Admin Faculty</td> <td>0</td> <td>78</td> <td>23</td> </tr> <tr> <td>Paralegal Coordinator</td> <td>17</td> <td>12</td> <td>2</td> </tr> </tbody> </table>	Advisor	Fall 2015	Fall 2016	Fall 2017	Business Program Chair	57	20	43	Accounting Faculty	39	39	27	HR & Business Admin Faculty	148	69	61	Marketing & Business Admin Faculty	0	78	23	Paralegal Coordinator	17	12	2			
Advisor	Fall 2015	Fall 2016	Fall 2017																													
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Marketing & Business Admin Faculty	0	78	23																													
Paralegal Coordinator	17	12	2																													
<p>The ACBSP Accredited Majors within the Business, Technology, and Public Division will have 50% of the courses staffed by full time faculty members.</p>	<p>Term/Annual analysis of faculty teaching assignments.</p>	<p>Over the last 8 academic years this target has been achieved three times. This has been the percentage of classes taught by full-time faculty over the three most recent academic years: 43% (2015-2016), 47% (2016-2017), and 46% (2017-2018). This is below the targeted goal.</p>	<p>During the 2015-2016 academic year a headcount reduction at the Chair level along with increases in College Credit Plus faculty negatively impacted the number of courses being staffed by full time faculty. 43% of classes were taught by full time faculty in the 2015-2016 academic year, which has been the lowest percentage over the last 8 academic years. The percent of classes taught by full time faculty improved slightly over the last two academic years due in large part to a reduction in the overall number of classes being taught. Full time headcount reductions at the faculty and chair levels over the last four years are contributing to these results.</p>	<p>The college continues to monitor full time and part time faculty ratios and strives for quality instruction. The college has experienced a significant decline in its non-College Credit Plus student population over the last six years which has resulted in headcount reductions for faculty positions in the Business Administration Department. Since the ACBSP Accredited Majors rely heavily on adjuncts the Chair and Coordinator work very hard to ensure that all syllabi and courses are consistent section to section.</p>	<p align="center"><b>% Courses FT vs PT</b></p> <table border="1"> <caption>% Courses FT vs PT</caption> <thead> <tr> <th>Year</th> <th>Full Time (%)</th> <th>Part Time (%)</th> </tr> </thead> <tbody> <tr> <td>2010-2011 (N=211)</td> <td>67%</td> <td>33%</td> </tr> <tr> <td>2011-2012 (N=210)</td> <td>63%</td> <td>37%</td> </tr> <tr> <td>2012-2013 (N=184)</td> <td>48%</td> <td>52%</td> </tr> <tr> <td>2013-2014 (N=165)</td> <td>45%</td> <td>55%</td> </tr> <tr> <td>2014-2015 (N=185)</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>2015-2016 (N=169)</td> <td>43%</td> <td>57%</td> </tr> <tr> <td>2016-2017 (N=161)</td> <td>47%</td> <td>53%</td> </tr> <tr> <td>2017-2018 (N=143)</td> <td>46%</td> <td>54%</td> </tr> </tbody> </table>	Year	Full Time (%)	Part Time (%)	2010-2011 (N=211)	67%	33%	2011-2012 (N=210)	63%	37%	2012-2013 (N=184)	48%	52%	2013-2014 (N=165)	45%	55%	2014-2015 (N=185)	50%	50%	2015-2016 (N=169)	43%	57%	2016-2017 (N=161)	47%	53%	2017-2018 (N=143)	46%	54%
Year	Full Time (%)	Part Time (%)																														
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**TABLE 5.1 - Full-time and Part-time Faculty Qualifications (Standard 5)**

Complete this table for full-time and part-time faculty members.

Use a separate line in the table for each level of qualification. For example, if Joe Smith is Masters qualified to teach management and professionally qualified to teach accounting then Joe Smith will be on two lines justifying each level of qualification.

**TABLE 5.1 - NEW AND FULL-TIME AND PART-TIME FACULTY QUALIFICATIONS**

FACULTY MEMBER NAME (alphabetically by Last Name)	COURSES TAUGHT (List the courses taught during the reporting period, include number of credit hours)		LIST ALL EARNED DEGREES (State Degree as documented on transcript, must include major field)	DOCUMENT AT LEAST TWO OTHER PROFESSIONAL CERTIFICATION CRITERIA :	ACBSP QUALIFICATION (Choose one)		
				1. Two Years Work Experience (other than teaching) 2. Teaching Excellence Awards 3. Professional Certifications 4. Research and/or Publication 5. Additional Coursework			
Bond, Scott	MGT 1050 -Principles of Entrepreneurship (3 Cr Hrs)	3	MBA, Executive Management; BS, Business Administration (Plan: Manpower and Industrial Relations)	N/A	Masters Qualified in Management		
	MGT 2000 - Human Resource Management (6 Cr Hrs)	6					
	MGT 2060 - Employee & Labor Relations (3 Cr Hrs)	3					
	MGT 2440 - Training, Development & Safety (3 Cr. Hrs)	3					
Coleman, Shane	MGT 1250 - Team Building (3 Cr Hrs)	3	MBA, Concentrations in Public Administration & Human Resources; BS, Business Administration	N/A	Masters Qualified in Management		
	MGT 2010 - Organizational Behavior (3 Cr Hrs)	3					
	MKT 1010 - Principles of Marketing (6 Cr Hrs)	6				N/A	Masters Qualified in Marketing
	MKT 2520 - Special Studies in Marketing (2 Cr Hrs)	2					
Collins, David	ECN 1410 - Macro Economics (3 Cr Hrs)	3	MBA; BS, Government Administration	N/A	Master's Qualified in Economics (Principles Level Courses Only)		
	ECN 1430 - Micro Economics (3 Cr Hrs)	3					
	MGT 2410 - Employee Selection & Placement (3 Cr. Hrs)	3				N/A	Masters Qualified in Management
	MKT 2210 - Comprehensive Sales Technique (3 Cr. Hrs)	3				N/A	Masters Qualified in Marketing
Diller, Colleen	ACC 1010 - Corporate Accounting Principles (8 Cr Hrs)	8	BS, Business Administration (Major: Accounting)	CPA, State of Ohio & 50+ years professional employment as a certified public accountant	Professionally qualified in Accounting		
	ACC 1050 - Accounting Software Applications - QuickBooks (4 Cr Hrs)	4					
Farmer, Brett	ACC 1010 - Corporate Accounting Principles (4 Cr Hrs)	4	BS, Finance & Marketing	3+ years professional employment in Finance, Customer Service and Management positions	Exception. Individual on plan of study to complete MBA by Spring of 2020.		
	MKT 1010 - Principles of Marketing (3 Cr Hrs)	3					
Finley, Les	MGT 1010 - Principles of Management (3 Cr Hrs)	3	Master of Education (Field: Career & Technology Education); BS, Business Administration (Major: Industrial & Labor Relations)	SPHR (Senior Professional in Human Resources) & 30+ years professional employment in Business and Human Resources	Professionally qualified in Management		
	MGT 1250 - Team Building (9 Cr Hrs)	9					
	MGT 2000 - Human Resource Management (6 Cr Hrs)	6					
	MGT 2010 - Organizational Behavior (6 Cr Hrs)	6					
	MGT 2410 - Employee Selection & Placement (3 Cr. Hrs)	3					
	MGT 2435 - Benefits and Compensation (3 Cr. Hrs)	3					
	MGT 2490 - Applications in Business Administration (6 Cr. Hrs)	6					
MGT 2530 - Applications in Human Resource (4 Cr. Hrs)	4						
Foster, Joseph	ECN 1430 - Micro Economics (3 Cr Hrs)	3	Master of Public Administration; B.A., Political Science	18 Cr Hrs in Economics beyond the introductory principles level	Master's Qualified in Economics		
Gabriele, Linda	BUS 2100 - Business Law (3 Cr Hrs)	3	Juris Doctorate; B.A., Public Relations	N/A	Doctorate Qualified		
	LEG 1150 - Litigation (3 Cr Hrs)	3					
Gomez, Joe	MGT 1010 - Principles of Management (6 Cr Hrs)	6	Master of Education (Field: Business Education); B.A., Business Management	18 Cr Hrs in Management beyond the introductory principles level	Masters Qualified in Management		
	MGT 1250 - Team Building (3 Cr Hrs)	3					
	MGT 2010 - Organizational Behavior (3 Cr Hrs)	3					

**TABLE 5.1 - NEW AND FULL-TIME AND PART-TIME FACULTY QUALIFICATIONS**

FACULTY MEMBER NAME (alphabetically by Last Name)	COURSES TAUGHT (List the courses taught during the reporting period, include number of credit hours)		LIST ALL EARNED DEGREES (State Degree as documented on transcript, must include major field)	DOCUMENT AT LEAST TWO OTHER PROFESSIONAL CERTIFICATION CRITERIA :	ACBSP QUALIFICATION (Choose one)	
				1. Two Years Work Experience (other than teaching) 2. Teaching Excellence Awards 3. Professional Certifications 4. Research and/or Publication 5. Additional Coursework		1. Masters 2. Doctorate 3. Professional 4. Exception
Jacob, Susan	MGT 1260 - Team Leadership (6 Cr Hrs)	6	MBA; BA, Business Administration	N/A	Masters Qualified in Management	
	MGT 2000 - Human Resource Management (3 Cr Hrs)	3				
	MGT 2010 - Organizational Behavior (3 Cr Hrs)	3				
	MGT 2991 - Practicum (1 Cr Hr)	1				
	MGT 2992 - Seminar (1 Cr Hr)	1				
MKT 2000 - Digital Marketing (3 Cr Hrs)	3	N/A	Master's Qualified in Marketing			
Johansen, Ashley	ACC 1010 - Corporate Accounting Principles (12 Cr Hrs)	12	Master of Professional Practice (Major: Accounting); B.S., Business Administration (Major: Accounting)	N/A	Master's Qualified in Accounting	
	ACC 1020 - Managerial Accounting Principles (8 Cr Hrs)	8				
	ACC 1121 - Payroll Accounting (4 Cr Hrs)	4				
	ACC 1121 - Cost Accounting (8 Cr Hrs)	8				
Junkins, Chelsea	ECN 1430 - Micro Economics (3 Cr Hrs)	3	MBA; B.S. (Major: Integrated Business Education)	N/A	Master's Qualified in Economics (Principles Level Courses Only)	
Kaiser, Larry	ECN 1410 - Macro Economics (3 Cr Hrs)	3	MBA (Awarded 5/22/18); B.S. - Business Administration (Management & Leadership)	N/A	Exception for only one term. Individual completed MBA on 5/22/18.	
	ECN 1430 - Micro Economics (3 Cr Hrs)	3				
	MGT 1010 - Principles of Management (6 Cr Hrs)	6				Project Management - Lean Process Certified, Six Sigma Green Belt Certified, Executive Management Certified; 10 years Professional Employment in Management
	MGT 2991 - Practicum (1 Cr Hr)	1				
MGT 2992 - Seminar (1 Cr Hr)	1					
Lawrence, Margaret	MGT 1010 - Principles of Management (9 Cr Hrs)	9	MBA; M.S., Health Informatics; B.S. - Business Administration	N/A	Master's Qualified in Management	
	MKT 1600 - Customer and Public Relations (3 Cr Hrs)	3		N/A	Master's Qualified in Marketing	
Livingston, John	ACC 1010 - Corporate Accounting Principles (12 Cr Hrs)	12	MBA; BA, Accounting & Comprehensive Business Education	18 Cr Hrs in Accounting beyond the introductory principles level	Master's Qualified in Accounting	
	ACC 2250 - Principles of Federal Income Tax (4 Cr Hrs)	4				
	ACC 2290 - Intermediate Income Tax (4 Cr Hrs)	4				
McClurg, Missy	ACC 1010 - Corporate Accounting Principles (4 Cr Hrs)	4	Master of Education (Major: Mild to Moderate Educational Needs); B.A., Business Administration (Major: Accounting)	18 Cr Hrs in Accounting beyond the introductory principles level	Master's Qualified in Accounting	
McKinley, Brenda	ECN 1410 - Macro Economics (6 Cr Hrs)	6	MBA (Major: Management, Innovation & Change); Master's of Education (Major: Business Education); BS, Organizational Leadership	N/A	Master's Qualified in Economics (Principles Level Courses Only)	
	ECN 1430 - Micro Economics (3 Cr Hrs)	3				
	MKT 1010 - Principles of Marketing (3 Cr Hrs)	3				
	MKT 2110 - Advertising and Sales Promotion (3 Cr Hrs)	3				
	MKT 2210 - Comprehensive Sales Technique (3 Cr Hrs)	3				
Mercer, Lynn	ECN 1430 - Micro Economics (6 Cr Hrs)	6	MA, Economics; MA, History; BA, History	N/A	Masters Qualified in Economics	
Phillips, Rebecca	ECN 1410 - Macro Economics (9 Cr Hrs)	9	MBA (Focus: Leadership); B.S., Business Administration	N/A	Master's Qualified in Economics (Principles Level Courses Only)	
	MGT 1010 - Principles of Management (3 Cr Hrs)	3		N/A	Master's Qualified in Management	
	MGT 2991 - Practicum (3 Cr Hr)	3				
	MGT 2992 - Seminar (2 Cr Hr)	2				
Rex, Cara	ACC 2010 - Intermediate Accounting 1 (8 Cr Hrs)	8	Master of Accountancy; BA, Accounting	N/A	Master's Qualified in Accounting	
	ACC 2010 - Intermediate Accounting 2 (4 Cr Hrs)	4				
	ACC 2401 - Special Studies in Accounting (2 Cr Hrs)	2				
	ACC 2991 - Accounting Practicum (4 Cr Hr)	4				
	ACC 2992 - Accounting Seminar (2 Cr Hr)	2				
Schimming, Diane	MKT 1010 - Principles of Marketing (6 Cr Hrs)	6	Master of Education (Plan: Workforce Education and Development); B.S., Education (Major: Individualized Studies); AAB (Major: Marketing and Sales Tech)	18 Cr Hrs in Marketing beyond the introductory principles level	Master's Qualified in Marketing	
Schnieder, John	ECN 1410 - Macro Economics (3 Cr Hrs)	3	M.S, Education and Health Sciences (Major: Adolescence to	18 Cr Hrs in Economics beyond the introductory principles level	Master's Qualified in Economics	

**TABLE 5.1 - NEW AND FULL-TIME AND PART-TIME FACULTY QUALIFICATIONS**

FACULTY MEMBER NAME (alphabetically by Last Name)	COURSES TAUGHT (List the courses taught during the reporting period, include number of credit hours)		LIST ALL EARNED DEGREES (State Degree as documented on transcript, must include major field)	DOCUMENT AT LEAST TWO OTHER PROFESSIONAL CERTIFICATION CRITERIA : 1. Two Years Work Experience (other than teaching) 2. Teaching Excellence Awards 3. Professional Certifications 4. Research and/or Publication 5. Additional Coursework	ACBSP QUALIFICATION (Choose one) 1. Masters 2. Doctorate 3. Professional 4. Exception
	ECN 1430 - Micro Economics (3 Cr Hrs)	3	Young Adult Education); B.A. (Major: Economics)		
Schuck, Margaret	BUS 2100 - Business Law (12 Cr Hrs)	12	Juris Doctorate; B.S., Health Science	N/A	Doctorate Qualified
	LEG 1010 - Introduction to Legal Systems & Paralegal (2 Cr Hrs)	2			
	LEG 1020 - Legal Ethics (1 Cr Hr)	1			
	LEG 1100 - Legal Research & Writing 1 (2 Credit Hours)	2			
	LEG 1110 - Legal Research & Writing 2 (3 Credit Hours)	3			
	LEG 1190 - Criminal Law (2 Credit Hours)	2			
	LEG 1200 - Family Law (2 Credit Hours)	2			
	LEG 2250 - Administrative Law (1 Credit Hours)	1			
	LEG 2991 - Paralegal Legal Asst Practicum (6 Credit Hours)	6			
Wagner, Angela	ACC 1010 - Corporate Accounting Principles (8 Cr Hrs)	8	Master of Education (Major: School Counseling); B.S., Business Education; AAB (Major: Accounting)	18 Cr Hrs in Accounting beyond the introductory principles level	Master's Qualified in Accounting
Weiss, Tim	ACC 1010 - Corporate Accounting Principles (4 Cr Hrs)	4	Master of Business Administration; B.A., Accounting	18 Cr Hrs in Accounting beyond the introductory principles level	Master's Qualified in Accounting
	ACC 1020 - Managerial Accounting Principles (4 Cr Hrs)	4			
Winter, Alice	ACC 1020 - Managerial Accounting Principles (8 Cr Hrs)	8	Master of Business Administration; B.A., Accounting	N/A	Master's Qualified in Accounting (Principles Level Courses Only)

## Standard Five: FTE and Faculty Composition - Figure 5.2

1. List all faculty (full -time and part-time) who taught during the self -study year in alphabetic order.
2. Identify the ACBSP qualification status for each faculty member.
3. Identify the number of credit hours taught during the self-study year.
4. Calculate the FTE (Full-Time Equivalent) faculty (such as 36 hours/30 semester hours of full-time load = 1.20 FTE).
5. Calculate the total FTE for credit hours and each column of ACBSP Qualification (Master's/Doctorate, Professional, and Exceptions).
6. Calculate the percent of total hours taught for each ACBSP Qualifications

Table 5					
FTE and Faculty Composition - Analysis of Results					
Name	ACBSP Qualification	Credit Hours Taught	Master's/Doctorate FTE	Professional FTE	Exceptions FTE
Bond, Scott	Master's	15	0.47		
Coleman, Shane	Master's	14	0.44		
Collins, David	Master's	12	0.38		
Diller, Colleen	Professional	12		0.38	
Farmer, Brett	Exception	7			0.22
Finley, Les	Professional	40		1.25	
Foster, Joseph	Master's	3	0.09		
Gabriel, Linda	Doctorate	6	0.19		
Gomez, Joe	Master's	12	0.38		
Jacob, Susan	Master's	17	0.53		
Johansen, Ashley	Master's	32	1.00		
Junkins, Chelsea	Master's	3	0.09		
Kaiser, Larry	Professional	8		0.25	
Kaiser, Larry	Exception	6			0.19
Lawrence, Margaret	Master's	12	0.38		
Livingston, John	Master's	20	0.63		
McClurg, Missy	Master's	4	0.13		
McKinley, Brenda	Master's	18	0.56		
Mercer, Lynn	Master's	6	0.19		
Phillips, Rebecca	Master's	17	0.53		
Rex, Cara	Master's	20	0.63		
Schimming, Diane	Master's	6	0.19		
Schnieder, John	Master's	6	0.19		
Schuck, Margaret	Doctorate	31	0.97		
Wagner, Angela	Master's	8	0.25		
Weiss, Tim	Master's	8	0.25		
Winter, Alice	Master's	8	0.25		
Total		351	8.69	1.88	0.41

Qualification	Total Hours taught	FTE Teaching Load	Percent of Total Hours
Master's/Doctorate qualified	278	8.69	79.20%
Professionally Qualified	60	1.88	17.09%
Exceptions	13	0.41	3.70%
Total	351	10.97	100.00%

**Table 5.3 - TEMPLATE**  
**Example - Professional Development and Scholarly Activities**

PROFESSIONAL DEVELOPMENT AND SCHOLARLY ACTIVITIES

Faculty Member	Highest Degree earned	Graduate Courses	Special Awards and	Conferences, Workshops, In-service	Community (service activities,	Presentations	Committees (College-	Instructional (develop or	Multicultural	Memberships	Research and	Grants (list	Continuing Education (classes, seminars,	Other
Traci Bitler 2018-2019 (Hired August 2018)	MBA	N/A	N/A	**ACBSP Regional Conference - Chicago, IL **ProfCon 2019 - West Yellowstone, MT **Social Media Week - Lima 2019 **Spring 2019 Digital Marketing Summit **Social Media Marketing Trends that will Affect Business in 2019 (They're NOT all about Facebook). **Dream on Lima Entrepreneurship Conference	**Member of Lima Allen County Chamber **American Marketing Association Regional Conference Judge **Volunteer Allen County Fair	**RSC Career Day Presenter	**Shared Governance Development and General Education **General Education Assessment Ad Hoc committee **Attended MGT/MKT/HR Advisory Committee Meetings **Peer Classroom Evaluator	**RSC - Teaching On-line at RSC **McGraw Hill - Instill a Critical Mindset **Zoom Training **RSC 0-3 Year Faculty, Coordinators & Chairs Assessment Training **RSC CDIL - Creating Audio / Video Recordings **QM Peer Reviewer Certification Course **The Equity Equation: How to Help Underserved Students Succeed – McGraw Hill Professional Development Webinar **Reversed Class Testing, text review for new edition – McGraw Hill Marketing Essentials v16e	**RSC - Safe Zone Training **RSC CDIL - Designing Your Course with Everyone in Mind ** RSC CDIL- Teaching Millennials and Gen Z	N/A	N/A	N/A	**Google Analytics Certification **Quality Matters Certification **Hootsuite Certification **Hubspot Inbound Marketing Certification	**Submitted case study for American Marketing Association Regional Marketing Strategy Competition – submission accepted and used in competition. **August, January & May Campus Wide Professional Development
Finley, Les 2016-2017	Master of Education	N/A	N/A	**Ohio Association of Two-Year Colleges Conference **Success Leadership Institute at Columbus State	**Instructor for Business Summer Camp - RSC **Judge Business Professional of America High School Competition	**RSC Career Day Presenter	**Attended MGT/MKT/HR Advisory Committee Meetings **Shared Governance Planning and Budgeting Council **Faculty Promotion Committee **Member Team #4 - Student Success Completion **Peer Classroom Evaluator	**RSC – CDIL Spring Series: Student Intervention Strategies, Creating a Student-Centered Curriculum, and How to Create Engaging Presentations **MGT 2490 went through Quality Matters Review	N/A	N/A	N/A	N/A	Professional Development Required to Maintain SPHR (HRCI) and SCP (SHRM) Certification	**August, January & May Campus Wide Professional Development
2017-2018		N/A	N/A	**HR Legal Update - Lima SHRM **Essentials of HR Law	N/A	**RSC Career Day Presenter	**Shared Governance Planning and Budgeting Council **Faculty Promotion Committee **HLC Team #5 **Attended MGT/MKT/HR Advisory Committee Meetings **Peer Classroom Evaluator	**MGT 2010 & MGT 2410 Quality Matters Review	N/A	N/A	N/A	N/A	Professional Development Required to Maintain SPHR (HRCI) and SCP (SHRM) Certification	**August, January & May Campus Wide Professional Development
2018-2019		N/A	**Awarded Outstanding Faculty Member - Rhodes State College	**ACBSP Regional Conference - Chicago **Admissions and Student Recruitment Training **Dream on Lima Entrepreneurship Conference	N/A	**RSC Career Day Presenter **Presenter - Ohio Association of Two-Year Colleges Conference	**Shared Governance Planning and Budgeting Council **Faculty Promotion Committee **HLC Team #5 **Attended MGT/MKT/HR Advisory Committee Meetings **Peer Classroom Evaluator	**MGT 2530 Quality Matters Review	N/A	N/A	N/A	N/A	Professional Development Required to Maintain SPHR (HRCI) and SCP (SHRM) Certification	**August, January & May Campus Wide Professional Development
Johansen, Ashley 2017-2018 (Hired Jan 2018)	MPPA	Graduate PhD Courses: BMGT8112 Financial Reporting, BMGT8114 Accounting in the Global Era, BMGT8012 Marketing Principles and Practice, BMGT 8032 Survey of Applied Research Methods, BMGT 8034 Quantitative Research Techniques	N/A	**Teacher of Accounting at Two-Year Colleges Conference - Tampa, FL	N/A	N/A	**HLC Team #1 **Attended ACC Advisory Committee Meetings	N/A	N/A	N/A	Actively Pursuing PhD in Business Management	N/A	Professional Development Required to Maintain Certified Fraud Examiner Certification (ACFE)	**January & May Campus Wide Professional Development



2016-2017		N/A	N/A	**ACBSP National Conference - Anaheim, CA **Social Media Week - Lima 2017 **Ohio BPA Fall Leadership Conference	**Instructor for Business Summer Camp - RSC **Judge Business Professional of America High School Competition **Advisor for Alpha Beta Gamma **Co-Advisor RSC Business Professionals of America Club **State Wide Business Cluster Panel Member **Attended RSC Alumni Day at OIO	**RSC Career Day Presenter **RSC Adjunct In-service Training	**Led MGT/MKT/HR, ACC, AOT Advisory Committee Meetings **Administrator Classroom evaluator	**ACC 1020, ACC 2991, ACC 2992, ACC 2020 & MGT 1260 Quality Matters Review **RSC - CDIL Spring Series: Student Intervention Strategies, Creating a Student-Centered Curriculum, and How to Create Engaging Presentations	N/A	N/A	N/A	N/A	N/A	**August, January & May Campus Wide Professional Development
2017-2018		N/A	N/A	**Business Professional of America Ohio Conference **Business Professional of America National Conference - Dallas, TX	**Advisor for Alpha Beta Gamma **Advisor RSC Business Professionals of America Club **State Wide Business Cluster Panel Member **Joint Ohio Association of Community Colleges and Ohio Realtors Education Committee **Volunteer RSC Golf Outing	**RSC Career Day Presenter **RSC Adjunct In-service Training	**Led MGT/MKT/HR, ACC, AOT Advisory Committee Meetings **Administrator Classroom evaluator	**MGT 2991 & MGT 2992 Quality Matters Review	N/A	N/A	N/A	**Innovation Grant - Rhodes State College Foundation \$4,516 (Enhanced Student Experience)	N/A	**August, January & May Campus Wide Professional Development
2018-2019		N/A	N/A	**ACBSP Regional Conference - Chicago, IL **ProfCon 2019 - West Yellowstone, MT	**Advisor for Alpha Beta Gamma **Joint Ohio Association of Community Colleges and Ohio Realtors Education Committee **Volunteer - Allen County Fair	**RSC Career Day Presenter **RSC Adjunct In-service Training	**Outstanding Alumni Award Selection Committee **Led MGT/MKT/HR, ACC, AOT Advisory Committee Meetings **Administrator Classroom evaluator	**ACC 1050, ACC 2401 Quality Matters Review	N/A	N/A	N/A	N/A	N/A	**August, January & May Campus Wide Professional Development
Schuck, Margaret	Juris Doctorate													
2016-2017		N/A	N/A	N/A	**Troop 20095 Girl Scout Leader **Volunteer - Allen County Fair	**RSC Career Day Presenter **RSC Adjunct In-service Training	**Led LEG Advisory Committee Meetings **Shared Governance Human Resource Committee	**Distance Course Peer Reviewer **E-Portfolio Reviewer	N/A	**Allen County Bar Association **Ohio State Bar Association **US Supreme Court Bar	N/A	N/A	**Tech Tock, Tech Tock: Social Media & The Countdown to Your Ethical Defense **E-Discovery: From 50,000 Feet to Ground Level: What Every Attorney Needs to Know **2017 Health Care Law Institute **Help! I've Fallen! A Slip, Trip and Fall Primer ** Cell Phone Record Analysis in Support of Criminal Cases **Is the Grass Really Greener? Workplace Implications of Medical Marijuana ** The new OVI Law and other Traffic Law Changes **Marijuana Update - Recent Happenings in the Field **Professional Responsibility: Recent Ethical Violations in Family Law **Employment Issues with Public Employers and Employees	**August, January & May Campus Wide Professional Development
2017-2018		N/A	N/A	**American Association for Paralegal Education - Regional Conference	**Troop 20095 Girl Scout Leader **Volunteer - Allen County Fair	**RSC Career Day Presenter **RSC Adjunct In-service Training	**Led LEG Advisory Committee Meetings **Search Committee for Full-time Accounting Faculty	**Distance Course Peer Reviewer	N/A	**Allen County Bar Association **Ohio State Bar Association **US Supreme Court Bar	N/A	N/A	**Domestic Violence and Employers: What are Employers Doing? **Firearm Laws for the Ohio Practitioner **What Family Law Practitioners Need to Know About 2018 Tax Reform	**August, January & May Campus Wide Professional Development
2018-2019		N/A	N/A	N/A	**Volunteer - Allen County Fair	**RSC Career Day Presenter **RSC Adjunct In-service Training	**Led LEG Advisory Committee Meetings **HLC Team #1		N/A	**Allen County Bar Association **Ohio State Bar Association **US Supreme Court Bar	N/A	N/A	**How to Do Fast, Effective & Free Internet Investigative Research **Basics of Estate Administration	**August, January & May Campus Wide Professional Development

**TABLE 7: Business Unit Performance Results (Standard 6)**

Complete the following table. Provide three or four examples, reporting what you consider to be the most important data. It is not necessary to provide results for every process.

Organizational Effectiveness Results																	
Analysis of Results																	
Performance Measure: What is your performance measure? What is your goal? (The goal should be measurable.)	What is your measurement instrument or process? (indicate length of cycle)	Current Results: What are your current results?	Analysis of Results: What did you learn from your results?	Action Taken or Improvement Made: What did you improve or what is your next step?	Provide a graph or table of resulting trends (3-5 data points preferred)												
Organizational effectiveness results examine attainment of organizational goals. Each business unit must have a systematic reporting mechanism for each business program that charts results such as enrollment patterns, student academic success, graduation rates, retention rates, job placement rates, transfer rates, industry certification/licensure attainment, increased use of web-based technologies, use of facilities by community organizations, contributions to the community, or partnerships, retention rates by program, and what you report to governing boards and administrative units.  - Please note that data reported in this table should be business unit data and not institution-wide data. - If for any given performance measure your goal is being exceeded repeatedly, consider either increasing the goal or changing the performance measure so that action can be taken to improve the program.  - For all data reported, show sample size (n=75).																	
Each academic program should attain a 26% Contribution Margin Ratio comparing appropriate earned revenues with directly related expenditures.	College Contribution Margin Report (Fiscal Year)	The Business Program Administration Department has substantially exceeded the College's goal of 26% for the three years reported.	Program Chair will continue to monitor. The Business Administration Department is a strong contributor to the college in terms of contribution margin.	Positive performance helps support requests made in annual budget hearings. Non-CCP enrollment at RSC has trended down significantly over the last few years which is affecting all programs. New marketing efforts need to be launched to promote the business program to the community, and some streamlining of degrees is being considered to help the Business Administration program maintain strong contribution margins in the future.	<p><b>Business, CM Ratio%</b></p> <table border="1"> <caption>Business, CM Ratio%</caption> <thead> <tr> <th>Year</th> <th>Goal</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td>26%</td> <td>60%</td> </tr> <tr> <td>2016-17</td> <td>26%</td> <td>55%</td> </tr> <tr> <td>2017-18</td> <td>26%</td> <td>51%</td> </tr> </tbody> </table>	Year	Goal	Actual	2015-16	26%	60%	2016-17	26%	55%	2017-18	26%	51%
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Each academic program should attain a 26% Contribution Margin Ratio comparing appropriate earned revenues with directly related expenditures.	College Contribution Margin Report (Fiscal Year)	The Paralegal Department failed to meet the 26% goal in all three academic years being reported.	The Paralegal Department historically has run with low contribution margins due to low enrollment in the program. Non-CCP enrollment at RSC has trended down significantly over the last few years which is affecting all programs. Demand locally for Paralegal graduates is strong.	The Paralegal/Legal Assisting Degree is currently being reviewed at the Dean, Cabinet and President level for long-term sustainability. If the Paralegal/Legal Assisting Degree is kept, new marketing efforts need to be launched to promote the degree to the community.	<p><b>PARALEGAL, C/M Ratio %</b></p> <table border="1"> <caption>PARALEGAL, C/M Ratio %</caption> <thead> <tr> <th>Year</th> <th>Goal</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td>26%</td> <td>-23%</td> </tr> <tr> <td>2016-17</td> <td>26%</td> <td>-41%</td> </tr> <tr> <td>2017-18</td> <td>26%</td> <td>-54%</td> </tr> </tbody> </table>	Year	Goal	Actual	2015-16	26%	-23%	2016-17	26%	-41%	2017-18	26%	-54%
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The Business Administration Department should be listed in the top five departments annual in terms of Contribution Margin Percentage.	College Contribution Margin Report (Fiscal Year)	In the 2017-2018 academic year the Business Administration Department ranked #5 overall. In the 2016-2017 academic year the Business Administration Department ranked #4 overall. In the 2015-2016 academic year the Business Administration Department ranked #5 overall.	The Business Administration Department is the strongest performing technical department at RSC in terms of overall contribution margin. The only Departments that out perform it are from the General Education area. The Business Program also is one of the strongest contributors of Revenue to RSC.	While contribution margins have remained strong, revenues have been declining. The decline in revenue is directly attributable to the decline in student credit hours that is discussed in more detail in the student credit hour graphs presented below. Budgets will need to continue to be closely monitored, and new marketing and recruitment efforts must be launched for the Business Administration Department Majors.	<table border="1"> <thead> <tr> <th></th> <th>Total Revenue</th> <th>Contribution Margin</th> <th>Contribution Margin %</th> </tr> </thead> <tbody> <tr> <td><b>2017-2018</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 Humanities Dept. 1802</td> <td>\$ 2,080,656.00</td> <td>\$ 1,483,300.00</td> <td>71.29%</td> </tr> <tr> <td>2 Physical &amp; Biological Sciences Dept. 1806</td> <td>\$ 1,331,598.00</td> <td>\$ 921,276.00</td> <td>69.19%</td> </tr> <tr> <td>3 Social &amp; Behavioral Sciences Dept. 1803</td> <td>\$ 753,873.00</td> <td>\$ 447,799.00</td> <td>59.40%</td> </tr> <tr> <td>4 Mathematics Dept. 1804</td> <td>\$ 899,212.00</td> <td>\$ 504,004.00</td> <td>56.05%</td> </tr> <tr> <td>5 Business Administration Dept. 1851</td> <td>\$ 1,009,875.00</td> <td>\$ 514,225.00</td> <td>50.92%</td> </tr> <tr> <td>6 Medical Assisting Dept. 1868</td> <td>\$ 289,391.00</td> <td>\$ 129,797.00</td> <td>44.85%</td> </tr> <tr> <td>7 Integrated Systems Engineering Technology Dept. 1854</td> <td>\$ 661,300.00</td> <td>\$ 291,811.00</td> <td>44.13%</td> </tr> <tr> <td>8 Human Services Dept. 1832</td> <td>\$ 285,387.00</td> <td>\$ 119,808.00</td> <td>41.98%</td> </tr> <tr> <td>9 Information &amp; Emerging Technology Dept. 1853</td> <td>\$ 1,087,244.00</td> <td>\$ 407,518.00</td> <td>37.48%</td> </tr> <tr> <td>10 EMS Dept. 1863</td> <td>\$ 179,575.00</td> <td>\$ (4,963.00)</td> <td>-2.76%</td> </tr> <tr> <td>11 Law Enforcement Dept. 1830</td> <td>\$ 291,363.00</td> <td>\$ (10,512.00)</td> <td>-3.61%</td> </tr> <tr> <td>12 Nursing Dept. 1860</td> <td>\$ 1,990,520.00</td> <td>\$ (124,898.00)</td> <td>-6.27%</td> </tr> <tr> <td>13 Education Dept. 1831</td> <td>\$ 231,993.00</td> <td>\$ (16,413.00)</td> <td>-7.07%</td> </tr> <tr> <td>14 Occupational Therapy Assistant Dept. 1867</td> <td>\$ 177,754.00</td> <td>\$ (40,526.00)</td> <td>-22.80%</td> </tr> <tr> <td>15 Radiographic imaging Dept. 1862</td> <td>\$ 150,238.00</td> <td>\$ (66,836.00)</td> <td>-44.49%</td> </tr> <tr> <td>16 Paralegal/Legal Assisting Dept. 1852</td> <td>\$ 73,149.00</td> <td>\$ (39,829.00)</td> <td>-54.45%</td> </tr> <tr> <td>17 Respiratory Care Dept. 1864</td> <td>\$ 251,319.00</td> <td>\$ (145,464.00)</td> <td>-57.88%</td> </tr> <tr> <td>18 Physical Therapist Assistant Dept. 1866</td> <td>\$ 170,928.00</td> <td>\$ (103,830.00)</td> <td>-60.74%</td> </tr> <tr> <td>19 Dental Hygiene dept. 1861</td> <td>\$ 270,958.00</td> <td>\$ (278,040.00)</td> <td>-102.61%</td> </tr> <tr> <td>20 Constructional Engineering Tech_EHS Dept. 1855</td> <td>\$ 43,868.00</td> <td>\$ (61,596.00)</td> <td>-140.41%</td> </tr> <tr> <td>21 Exercise Science Dept. 1871</td> <td>\$ 17,790.00</td> <td>\$ (78,578.00)</td> <td>-441.70%</td> </tr> </tbody> </table>		Total Revenue	Contribution Margin	Contribution Margin %	<b>2017-2018</b>				1 Humanities Dept. 1802	\$ 2,080,656.00	\$ 1,483,300.00	71.29%	2 Physical & Biological Sciences Dept. 1806	\$ 1,331,598.00	\$ 921,276.00	69.19%	3 Social & Behavioral Sciences Dept. 1803	\$ 753,873.00	\$ 447,799.00	59.40%	4 Mathematics Dept. 1804	\$ 899,212.00	\$ 504,004.00	56.05%	5 Business Administration Dept. 1851	\$ 1,009,875.00	\$ 514,225.00	50.92%	6 Medical Assisting Dept. 1868	\$ 289,391.00	\$ 129,797.00	44.85%	7 Integrated Systems Engineering Technology Dept. 1854	\$ 661,300.00	\$ 291,811.00	44.13%	8 Human Services Dept. 1832	\$ 285,387.00	\$ 119,808.00	41.98%	9 Information & Emerging Technology Dept. 1853	\$ 1,087,244.00	\$ 407,518.00	37.48%	10 EMS Dept. 1863	\$ 179,575.00	\$ (4,963.00)	-2.76%	11 Law Enforcement Dept. 1830	\$ 291,363.00	\$ (10,512.00)	-3.61%	12 Nursing Dept. 1860	\$ 1,990,520.00	\$ (124,898.00)	-6.27%	13 Education Dept. 1831	\$ 231,993.00	\$ (16,413.00)	-7.07%	14 Occupational Therapy Assistant Dept. 1867	\$ 177,754.00	\$ (40,526.00)	-22.80%	15 Radiographic imaging Dept. 1862	\$ 150,238.00	\$ (66,836.00)	-44.49%	16 Paralegal/Legal Assisting Dept. 1852	\$ 73,149.00	\$ (39,829.00)	-54.45%	17 Respiratory Care Dept. 1864	\$ 251,319.00	\$ (145,464.00)	-57.88%	18 Physical Therapist Assistant Dept. 1866	\$ 170,928.00	\$ (103,830.00)	-60.74%	19 Dental Hygiene dept. 1861	\$ 270,958.00	\$ (278,040.00)	-102.61%	20 Constructional Engineering Tech_EHS Dept. 1855	\$ 43,868.00	\$ (61,596.00)	-140.41%	21 Exercise Science Dept. 1871	\$ 17,790.00	\$ (78,578.00)	-441.70%
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The Accredited Business Programs' AAB degree and certificate output should reflect changes in enrollment and billable credit hours.	Rhodes Institutional Research graduate report. (Fiscal Year)	Degree output increased in the 2014-2015 & 2016-2017 academic years. The 2017-2018 academic year degree output, even though declining, was still higher than degree output from the 2013-2014 academic year despite significant declines in overall enrollment in the business degrees during the five year period. Certificate issuance has remained strong with the exception of the significant decline in the 2017-2018 academic year.	The recent drop in certificate issuances needs to be more thoroughly investigated to determine of the drop is due to students not earning certificates, or if the certificates are simply not being issued when a students has earned them.	The process for issuing certificates in currently very manual. Students must contact the BTPS support admin and request for their certificate to be issued. The support admin will also manually go through certificate audits to try to capture students that have completed certificates but have not contacted her. RSC needs to invest in a software that will automatically notify administrators when certificates need to be issued. This process needs to not rely on students contacting the correct support admin at Rhodes for their earned certificate to be issued and transcribed. Certificates also need to be reviewed to make them more stackable and able to be earned sooner in a student's academic career.	<p><b>Business Administration and Paralegal Dept Completions</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>AAB</th> <th>Certificates</th> </tr> </thead> <tbody> <tr><td>2013-2014</td><td>55</td><td>102</td></tr> <tr><td>2014-2015</td><td>83</td><td>109</td></tr> <tr><td>2015-2016</td><td>70</td><td>175</td></tr> <tr><td>2016-2017</td><td>89</td><td>122</td></tr> <tr><td>2017-2018</td><td>57</td><td>68</td></tr> </tbody> </table>	Year	AAB	Certificates	2013-2014	55	102	2014-2015	83	109	2015-2016	70	175	2016-2017	89	122	2017-2018	57	68				
Year	AAB	Certificates																									
2013-2014	55	102																									
2014-2015	83	109																									
2015-2016	70	175																									
2016-2017	89	122																									
2017-2018	57	68																									

## Articulation Agreements

Franklin University	Applied Management 3+1 - Available 100% on-line
Franklin University	Business Administration 3+1- Available 100% on-line
Franklin University	Human Resources Management 3+1 - Available 100% on-line
Franklin University	Management & Leadership 3+1 - Available 100% on-line
Franklin University	Marketing 3+1 - Available 100% on-line
Franklin University	Accounting 3+1 - Available 100% on-line
Bluffton University	Business Administration 3+1
Bluffton University	Organizational Management 2+2 - Available 100% on-line
Bluffton University	Marketing 3+1
Bluffton University	Accounting 3+1
Defiance College	Management 2+2
Defiance College	Marketing 2+2
Defiance College	Business Administration 2+2
Defiance College	Business Administration with Marketing Concentration 2+2
Defiance College	Accounting 2+2
Mount Vernon Nazarene University	Business Administration 2+2
University of Northwestern Ohio	Business Administration 2+2
University of Northwestern Ohio	Accounting 2+2
Ohio Northern University	B.S. Business Administration 3+1
Urbana University	Baccalaureate Program of Choice (Expires Fall 2020)
Tiffin University	Baccalaureate Program of Choice
The University of Toledo	Baccalaureate Program of Choice
Strayer University	Baccalaureate Program of Choice
Bowling Green State University	Baccalaureate Program of Choice

**TABLE 6: Curriculum Summary (Standard 6)  
2017-2018 Catalog**

**Name of Major/Program:**

AAB - Accounting

**Total Number of Credit Hours in Degree**

64
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List courses appropriate for each area in the chart below

**Professional Component**

Course Number	Course Title	Area of Study	Credit Hours
ACC 1010	Corporate Accounting Principles	A	4
AOT 2640	Spreadsheets Software & Applications (Excel)	B	3
BUS 2100	Business Law	E	3
ECN 1430	Micro Economics	D	3
ACC 1440 or FIN 1010 or 2400	Select One of the Following Electives: FIN Governmental & Non-Profit Accounting, Principles of Money & Banking or Corporate Finance	H, A	3
SDE 1010	First Year Experience	I	1
		Total Credit Hours	17
		Percent of Total Hours	27%

**General Education Component**

Course Number	Course Title	Educational Goal Area	Credit Hours
COM 1110	English Composition	1	3
COM 2110	Public Speaking	1	3
CPT 1250	Computer Applications in the Workplace	7	3
HST 1620	American History Since 1877	2	3
MTH 1100 or MTH 1260	Math of Business or Statistics	6	3
PSY 1010 or SOC 1010	General Psychology or Sociology	8	3
		Total Credit Hours	18
		Percent of Total Hours	28%

**Business Major Component**

Course Number	Course Title	Credit Hours	
ACC 1020	Managerial Accounting Principles	4	
ACC 1050	Accounting Software (QuickBooks)	2	
ACC 1121	Payroll Accounting	2	
ACC 2010	Intermediate Accounting I	4	
ACC 2020	Intermediate Accounting II	4	
ACC 2111	Cost Accounting	4	
ACC 2250	Principles of Federal Income Tax	2	
ACC 2290	Intermediate Income Tax	2	
ACC 2401	Special Studies in Accounting	2	
ACC 2991	Accounting Practicum	2	
ACC 2992	Accounting Seminar	1	
		Total Credit Hours	29
		Percent of Total Hours	45%

**TABLE 6: Curriculum Summary (Standard 6)  
2017-2018 Catalog**

**Name of Major/Program:**

AAB - Business Administration

**Total Number of Credit Hours in Degree**

60

List courses appropriate for each area in the chart below

**Professional Component**

Course Number	Course Title	Area of Study	Credit Hours
ACC 1010	Corporate Accounting Principles	A	4
AOT 2640	Spreadsheets Software & Applications (Excel)	B	3
BUS 2100	Business Law	E	3
CPT 1250	Computer Applications in the Workplace	B	3
ECN 1430	Micro Economics	D	3
SDE 1010	First Year Experience	I	1
Total Credit Hours			17
Percent of Total Hours			28%

**General Education Component**

Course Number	Course Title	Educational Goal Area	Credit Hours
COM 1110	English Composition	1	3
COM 2110	Public Speaking	1	3
ECN 1410	Macro Economics	8	3
HST 1620	American History Since 1877	2	3
MTH 1100 or MTH 1260	Math of Business or Statistics	6	3
PSY 1010 or SOC 1010	General Psychology or Sociology	8	3
Total Credit Hours			18
Percent of Total Hours			30%

**Business Major Component**

Course Number	Course Title	Credit Hours
ACC 1020	Managerial Accounting Principles	4
MGT 1010	Principles of Management	3
MGT 1250 or MGT 1260	Team Building or Team Leadership	3
MGT 2000	Human Resource Management	3
MGT 2010	Organizational Behavior	3
MGT 2490	Applications in Business Administration	2
MGT 2991	Practicum	1
MGT 2992	Seminar	1
MKT 1010	Principles of Marketing	3
Elective	Elective	2
Total Credit Hours		25
Percent of Total Hours		42%

**TABLE 6: Curriculum Summary (Standard 6)  
2017-2018 Catalog**

**Name of Major/Program:**

AAB - Marketing

**Total Number of Credit Hours in Degree**

60
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List courses appropriate for each area in the chart below

**Professional Component**

Course Number	Course Title	Area of Study	Credit Hours
ACC 1010	Corporate Accounting Principles	A	4
AOT 2640	Spreadsheets Software & Applications (Excel)	B	3
BUS 2100	Business Law	E	3
ECN 1430	Micro Economics	D	3
MGT 1010	Principles of Management	I	3
SDE 1010	First Year Experience	I	1
		Total Credit Hours	17
		Percent of Total Hours	28%

**General Education Component**

Course Number	Course Title	Educational Goal Area	Credit Hours
COM 1110	English Composition	1	3
COM 2110	Public Speaking	1	3
CPT 1250	Computer Applications in the Workplace	7	3
HST 1620	American History Since 1877	2	3
MTH 1100 or MTH 1260	Math of Business or Statistics	6	3
PSY 1010 or SOC 1010	General Psychology or Sociology	8	3
		Total Credit Hours	18
		Percent of Total Hours	30%

**Business Major Component**

Course Number	Course Title	Credit Hours	
CPT 1580	Introduction to Graphic Design and Layout	3	
MGT 1250 or MGT 1260	Team Building or Team Leadership	3	
MGT 2991	Practicum	1	
MGT 2992	Seminar	1	
MKT 1010	Principles of Marketing	3	
MKT 1600	Customer Service & Public Relations	3	
MKT 2000	Digital Marketing	3	
MKT 2110	Advertising and Sales Promotion	3	
MKT 2210	Comprehensive Sales Technique	3	
MKT 2520	Special Studies in Marketing	2	
		Total Credit Hours	25
		Percent of Total Hours	42%

**TABLE 6: Curriculum Summary (Standard 6)  
2017-2018 Catalog**

**Name of Major/Program:**

AAB - Human Resource

**Total Number of Credit Hours in Degree**

60

List courses appropriate for each area in the chart below

**Professional Component**

Course Number	Course Title	Area of Study	Credit Hours
ACC 1010	Corporate Accounting Principles	A	4
AOT 2640	Spreadsheets Software & Applications (Excel)	B	3
BUS 2100	Business Law	E	3
CPT 1250	Computer Applications in the Workplace	B	3
MGT 1010	Principles of Management	I	3
SDE 1010	First Year Experience	I	1
Total Credit Hours			17
Percent of Total Hours			28%

**General Education Component**

Course Number	Course Title	Educational Goal Area	Credit Hours
COM 1110	English Composition	1	3
COM 2110	Public Speaking	1	3
ECN 1410	Macro Economics	8	3
HST 1620	American History Since 1877	2	3
MTH 1100 or MTH 1260	Math of Business or Statistics	6	3
PSY 1010 or SOC 1010	General Psychology or Sociology	8	3
Total Credit Hours			18
Percent of Total Hours			30%

**Business Major Component**

Course Number	Course Title	Credit Hours
MGT 1250 or MGT 1260	Team Building or Team Leadership	3
MGT 2010	Organizational Behavior	3
MGT 2060	Employee and Labor Relations	3
MGT 2410	Employee Selection and Placement	3
MGT 2435	Benefits and Compensation	3
MGT 2440	Training, Development and Safety	3
MGT 2530	Applications in Human Resources	2
MGT 2991	Practicum	1
MGT 2992	Seminar	1
Elective	Elective	3
Total Credit Hours		25
Percent of Total Hours		42%

**TABLE 6: Curriculum Summary (Standard 6)  
2017-2018 Catalog**

**Name of Major/Program:**

AAB - Paralegal/Legal Assisting

**Total Number of Credit Hours in Degree**

65

List courses appropriate for each area in the chart below

**Professional Component**

Course Number	Course Title	Area of Study	Credit Hours
ACC 1010	Corporate Accounting Principles	A	4
CPT 1250	Computer Applications in the Workplace	B	3
BUS 2100	Business Law	E	3
ECN 1410	Macro Economics	D	3
MTH 1100	Math of Business	C	3
SDE 1010	First Year Experience	I	1
Total Credit Hours			17
Percent of Total Hours			26%

**General Education Component**

Course Number	Course Title	Educational Goal Area	Credit Hours
COM 1110	English Composition	1	3
COM 1160	Business Communications	1	3
HST 2300	Technology and Civilization	2	3
POL 1010	Introduction to Political Science	5	3
PSY 1010	General Psychology	8	3
SOC 1010	Sociology	8	3
Total Credit Hours			18
Percent of Total Hours			28%

**Business Major Component**

Course Number	Course Title	Credit Hours
LEG 1010	Introduction to Paralegals and the Legal System	2
LEG 1020	Legal Ethics	1
LEG 1100	Legal Research & Writing 1	2
LEG 1110	Legal Research & Writing 2	3
LEG 1150	Litigation	3
LEG 1190	Criminal Law	2
LEG 1200 or LEG 2050 or LEG 2200 or ACC 2250	Family Law or Real Estate Law or Debtor/Creditor/Bankruptcy or Principles of Federal Income Tax	6
LEG 1300	Legal Office Management Technology	2
LEG 2000	Civil Procedure	2
LEG 2100	Probate Administration	3
LEG 2250	Administrative Law	1
LEG 2991	Paralegal Assisting Practicum	3
Total Credit Hours		30
Percent of Total Hours		46%