



Instructional Annual Program Review Update Form

BACKGROUND:

Program Review (PR) is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This PR Update Form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

DIRECTIONS:

This form shall be completed annually by ALL instructional programs.

- All instructional programs must submit their Annual Program Review Update Form to their dean or manager by **Monday, March 6.**
- All deans or managers will forward the completed form to the Program Review Committee Chair by **Monday, March 13.**

SUBMISSION:

Program: BUS Accounting Division: BUS / CIS Date: 3/6/2023

We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete only pages 1 and 2)*

We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete the entire form)*

Program Signature(s): _____ Printed Name: _____

PPRC Endorsement: Yes No

Revised 01/27/2023

Part 1: Review of Data

Institution Set Standards (ISS)

1. Use the data provided by the Office of Institutional Effectiveness (OIE) to review your course completion and success rates and provide a comparison to the Institution Set Standards for course completion and success rates.

You can access your program's ISS here: [ISS Documents](#); Alternately, if you have access to Tableau, you can access the data here: [Tableau ISS Data](#).

Accounting Department Response:

Based on the data provided by Office of Institutional Effectiveness (OIE), our program does not meet the standard for success and completion rates. Our average course success rate is 62.2% which is slightly lower than the institution-set standard of 64.6% and above. Our average course completion rate is 76.2% which is also slightly lower than the institution-set standard of 78.6% and above.

Accounting

Course Success Institution-Set Standard	Completion (Retention) Institution-Set Standard
Below Standard: Less than 61.2% Warning: Between 61.2% and 64.6% +: Above 64.6%	Below Standard: Less than 74.5% Warning: Between 74.5% and 78.6% +: Above 78.6%

Course Success and Completion by Program

Subject	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
ACCT	2,135	62.2%	Warning	76.2%	Warning

Course Success and Completion by Course

Course	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
ACCT 100 F	97	36.1%	Below Standard	59.8%	Below Standard
ACCT 101AF	1,032	55.4%	Below Standard	70.1%	Below Standard
ACCT 101BF	551	75.7%	+	86.2%	+
ACCT 107 F	128	62.5%	Warning	74.2%	Below Standard
ACCT 110 F	48	60.4%	Below Standard	87.5%	+
ACCT 201AF	48	64.6%	Warning	75.0%	Warning
ACCT 201BF	46	63.0%	Warning	80.4%	+
ACCT 202 F	15	80.0%	+	93.3%	+
ACCT 203 F	28	64.3%	Warning	75.0%	Warning
ACCT 204 F	17	88.2%	+	88.2%	+
ACCT 205 F	28	82.1%	+	92.9%	+
ACCT 220 F	44	70.5%	+	81.8%	+
ACCT 230 F	33	60.6%	Below Standard	87.9%	+
ACCT 250 F	20	85.0%	+	95.0%	+

Based on the data, it is mainly due to the very low success and completion rates in one of our core course, ACCT101AF. In my opinion, one possible reason is the students who enroll in this course may lack the basic math and algebra skill such as converting fractions into percent and solving simple algebra equation to find a missing variable. To address this concern, our department is currently working on a math cheat sheet which we strongly feel that can help our students overcome this problem.

I also feel that another possible reason is many students drop the course a few weeks after the semester starts when they realize a significant amount of time is needed outside of classroom to study and complete the weekly assignments. To address this issue, we will need to emphasize to the students at the beginning of the semester that they will need a minimum of 5 hours outside of classroom in order to study and complete their homework assignments.

2. If your program meets or exceeds the standard for completion and success, to what do you attribute your success? If your program does not meet this standard, please examine the possible reasons, and note any actions that should be taken, if appropriate.

Institutional Student Learning Outcomes (ISLOs)--Do Not Complete Spring 2023

All programs will compare their CSLO attainment to the Global Awareness ISLO.

1. Describe your program's participation in assessment of Institutional Student Learning Outcomes (ISLO's). Specifically, how does your CSLO attainment, for the courses that are mapped to the Global Awareness ISLO, compare to Fullerton College's ISLO attainment?
2. Does the SLO data show significant achievement gaps among demographic groups in your program? If so, where are the gaps and what steps can your program take to shrink them? If not, to what do you attribute your success in minimizing the achievement gap?

Part 2: Additional Resource Request Reasoning and Support

Request Justification (Note: Expand all areas as needed to support your resource request)

Briefly summarize your new / modified resource request. Is it imperative that this resource request be processed now rather than during the next comprehensive program review?

We are including more information and data to support a Resource Request that required additional support to be endorsed by the PPRC.

Accounting Department Request:

The Accounting Department has fourteen unique course offerings; four courses offered every semester and ten courses once a year. Financial and managerial accounting courses at 5-units each are filling fourteen and seven 40-seat sections, respectively every semester. We lost one full-time instructor mid-year in January, 2023 leaving the remaining four full-time instructors to take on an average 24.5 unit load and increasing adjunct participation from 10.8% in the fall 2022 to 24.6% in the spring 2023. The current level of overload by full-time instructors is not sustainable as one or two full-time instructors are requesting load only in the next academic year and one full-time instructor is planning to retire at the end of 2023-2024.

Our robust course offering allows for the transfer of business and accounting majors, provides small business and computerized accounting to entrepreneurs, provides continuing education to accounting professions, and the minimum units required for taking the California Uniform Accounting Exam for new CPA candidates. To continue to serve at our current level we require two new full-time instructors.

If the Resource Request is personnel-related, include support and associated details/data in support of this request.

How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?

How will this resource enhance your area or program? Have you considered the College Mission or Strategic Initiatives, physical/organizational restructuring, and or your program's goals for improvement, as stated in your last program review?

Part 3: Resource Request Funding

Directions:

- Complete and submit this section ONLY if you have a NEW resource request
- Each NEW resource request must include the associated justification (Page 3).
- Complete as many resource requests, as necessary. Support each resource request with appropriate and relevant detail (Page 3).

Submission:

Requested by: _____ Email: _____ Phone: _____

Division: _____ Department: _____ Total Requested \$: _____

This request is intended as an update to a previously submitted program review. List and provide the cost to implement this request. Describe equipment location and include a description of additional space or maintenance, if needed.

Accounting Department Response:

It is imperative that the accounting department hire two additional faculty members as soon as possible. Due to two retirements in recent years and one resignation last semester, we are in desperate need of two additional instructors. Additionally, we currently only have four full-time faculty with one planned retirement within one year.

The salary range for each new faculty is from \$77,876 to \$101,845 pending the prior experience of the new faculty per the district salary schedule effective July 1, 2022.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other		
Total Requested Amount:		

Approval:

Dean: Signature/Approval: Carlos Ayon

Date: 3/9/2023

Rank (if appropriate): Dean Priority Ranking: _____ of _____