

2017 Business Computer Systems and Management Annual Program Plan

BCSM Business Computer Systems and Management

- I.A.** Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College? (**Program Profile: Purpose**)

Narrative

Business Computer Systems & Management (BCM) focuses on developing the basic computer skills needed to succeed in the workforce, and in higher education. In addition, it develops more specific computer skills needed for specialized positions.

The Business Computer Systems & Management program echoes the college's Mission-Vision-Values and goals by providing students with open access; transfer opportunities and workforce development through degrees and certificates; and introducing emerging areas of study. This helps to fulfill Skyline College's mission "Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment". This also helps to fulfill the College's Vision statement of student success and academic success by allowing students to Get In, Get Through and Get Out on time.

The main goals of the program are to:

- (a) Provide excellent instruction by highly qualified faculty to prepare students for transfer, success in business careers, and personal growth;
- (b) Encourage faculty research, collaboration, faculty-student interaction, and professional activities that enhance faculty skills and student learning;
- (c) Continue to build strong partnerships with industry and the community by strengthening outreach programs;
- (d) Provide support to enhance distance-learning opportunities for staff and students by implementing latest learning tools and technology;
- (e) Provide new areas of study and certificates that align with "California's Doing What Matters initiative" along with the Career Technical Education focus,
- (f) Identify best practices and continuous improvement through membership in the international business program accreditation body ACBSP.

II.A. Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. Programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities. (**Analysis: Progress on Prior Program Objectives (Goals) and Activities**)

Narrative

1. Continue using Early Warning Notices-Encourage faculty to send students who are not successfully fulfilling course requirements a notice.
2. Faculty will attend CTTL workshops/seminars to learn new pedagogical approaches to teaching and learning. Attend online Canvas training and workshops and be fully implemented in June 2017. Faculty are committed to increasing success rates to fulfill the Skyline Promise goals
3. Recommend and encourage students to attend basic reading, writing and math skills support services through the Writing Laboratory/Learning Center as needed or for further enhancement for student success.

II.B. Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur. (**Analysis: Program Environment**)

Narrative

Migration of our Learning Management System from Web Access to Canvas will bring an initial learning curve for faculty and students. With continued use of Canvas, the learning curve will diminish.

In addition, incorporating new Interactive Learning Systems such as MYITLAB and MindTap bring initial challenges to faculty and students in how the course work is accessed, learned, and submitted. These Learning Systems (which include audio, video, text and simulation activities) better meet the diverse learning styles of the students.

- II.C.** (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.
- (2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable. (**Analysis: Student Learning Outcomes (SLOs and PSLOs)**)

Narrative

With the various instruments applied to assess SLOs in various courses, we learned that students are achieving the set course SLOs for the current and past years and met learning outcomes with the exception of a focus on critical thinking. Critical thinking assignments have been embedded into all BCM courses. The assessment data suggests that the Program is preparing students to meet the outcomes. With the implementation of the new Interactive Learning Systems (ILS) the student's achievement rate is not only consistent, but is also improving.

Assessment results for courses in the BCM. Department will be entered into TracDat by the end of spring 2017.

III.A. Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness. **(Reflection: Considering Key Findings)**

Narrative

1. Implementing Interactive Learning Systems significantly enhances student engagement, and understanding of the course material and the achievement of the SLOs.
2. These systems, better meet the needs of learning styles of diverse student population.
3. Instant feedback provides better student assessment of their own work and timely.

Conclusion: Continue using Interactive Learning System as it enhances student learning and improves retention and success rates.

III.B. If the program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do. (**Reflection: ISLOs**)

Narrative

N/A

IV.A. Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item. **(Strategy for Program Enhancement: Continuation/Modification)**

Narrative

We continue working to:

- Expand on CTE survey for gathering data
- Design a BCM. Career Academy course on campus. Identify services similar to a CAA model.
- Continue to improve our face-to-face and online classes by applying most current teaching strategies and pedagogy. Attend CTTL workshops and other activities offered at the College.

We revised:

- Provide an online orientation for BCM. students.
- The structure of the certificates and degrees in the program, such as Business Information Workers certificates series.

IV.B. Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. **(Strategy for Program Enhancement: Action Plan and Resource Requests)**

Narrative

See planning modules

Associated Objectives

 [102-Develop the Business Information Worker II structured pathway Certificate](#)

 [103-Integrate BCM with BUS course designators](#)

Task Details Report

Planning Year: 2017-2018

Planning Unit: Business Computer Systems Management

Unit Manager: Roubanis, Christine

Objective: 102 - Develop the Business Information Worker II structured pathway Certificate

Objective Description:

This is an innovative, statewide solution, preparing students for entry-level middle-skill office jobs in six months or less. The pathway represents a set of digital and soft skills in demand by businesses throughout the state based upon interviews with placement agencies and cross-referenced with advisory groups and other labor market information. BIW incorporates PowerPoint, QuickBooks, Records management, and collaboration software. The BIW is advantageous to businesses in that they have a known skill set detailed and communicated consistently across the state. The BIW is an advantage to students who need employment sooner rather than later, giving them a clear and definitive pathway that leads to an entry-level job. Students can return for advanced credentials and pathways as their income permits.

Start Date: 8/14/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New/Pending	Budget: \$0

1. Research this statewide certificate offered at other colleges and follow the record of accomplishments
2. Create courses to be included in the certificate
3. Submit certificate to curriculum committee for approval

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Business Computer Systems Management
Unit Manager: Roumbanis, Christine

Objective: 103 - Integrate BCM with BUS course designators

Objective Description:

BCM courses require better visibility to students searching for Business computer management (application) courses. Many of the BCM courses are required for Business and accounting certificates or degrees.

Start Date: 4/24/2017	Task Type:	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New/Pending	Budget: \$0

Work with Dean and Curriculum committee to change/ modify/cross reference the current designators for the current course offerings.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	
