



# SKYLINE PRU Report

2022 - 2023

SKY PR Group - Business/Business Computer  
Systems & Management/Real Estate

Michael Kane

*Michael Kane*

12/12/2022

# Program Information

# SKY Instructional Program Review Update

2022 - 2023

## SKY Instructional Program Review Update

**Submitter Name:**

Soledad McCarthy & Grace Beltran

**Submitter Date:**

11/15/2022

**DIVISION:**

Business, Education, and Professional Programs (BEPP)

**PROGRAM NAME:**

Business

**YEAR OF REVIEW:**

2022-2023

### 1. STUDENT LEARNING OUTCOMES

**What notable conclusions were drawn from the assessment results? If available, note any differences in assessment results by key disaggregations (e.g. modality, learning communities, etc.). What have been the implications for the program? Specific questions to answer in your response:**

**i. What percentage of course SLOs have been assessed in the last three years?**

**Number of Course SLOs:**

0

**Percentage:**

0

**ii. Which course(s) were assessed in the last three years?**

Due to the pandemic, assessment of SLO's have not happened within the scheduled timeframe. We anticipate on starting to assess all classes within the Business Division.

**iii. Degree-bearing programs are expected to assess Institutional SLOs, ideally during each ISLO's featured year. List which course(s) were assessed for which ISLOs in the last three years.**

Although the courses were not assessed, we are in the process of reviewing current courses to ensure alignment with curriculum and embedding ISLO's in all coursework.

**iv. Drawing from course and institutional SLOs results, what notable conclusions were drawn? Which results led to action(s) that were planned or taken, if any, to enhance student learning in those courses?**

Still in progress.

### 2. CURRICULUM

**Please indicate whether the following tasks have been completed:**

**Submitted a current assessment calendar with all active courses to the Office of Planning, Research, and Institutional Effectiveness**

Yes

**Updated Improve with new or changed SLOs, and requested from PRIE the addition of new courses after approval by the Curriculum Committee**

Not Applicable

## SKY Instructional Program Review Update

Updated new or changed PSLOs on the program website after they are published in the College Catalog

Not Applicable

Reviewed, updated (as needed), and submitted degree and certificate maps to the Curriculum Committee

Yes

### 3. ADDITIONAL INFORMATION

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4. The last step is to review the multi-year program goals, update their status, and add resource requests as needed. You can access program goals from the hamburger menu in the upper-left hand corner, Step 2: Goals and Resource Requests.

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## GOAL

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Real Estate: Course Marketing

### Goal and Desired Impact on Students

Successful marketing of courses: we need to spend some time reviewing and updating our web page and also marketing our new course scheduling approach. Roughly 25% of the goal has been accomplished in terms of creating the course schedule and stabilizing the scheduling plans. Our next steps will be to work on the website as well as working with marketing on finding avenues to market the new format.

### Implementation Step(s) and Timelines

We should be completed by August, 2022

### Mapping

- SKY College Values: (X - Selected)

SKY College Values

- Open Access: X
- Student Success and Equity: X

## GOAL

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Real Estate: Zero Textbook Cost

### Goal and Desired Impact on Students

Create ZTC materials for courses. Providing ZTC materials to students is a goal of the program. We have not implemented the goal, but are in the research phase of the implementation.

### Year Initiated

2022 - 2023

### Implementation Step(s) and Timelines

The goal needs to be implemented - working with colleagues to gather resources to create ZTC resource. Anticipated completion is August 2023

### Mapping

- SKY College Values: (X - Selected)

SKY College Values

- Academic Excellence: X
- Student Success and Equity: X
- Sustainability: X

## GOAL

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ZTC -Business Department

### Goal and Desired Impact on Students

To have at least 1 section of all Business courses offer a ZTC section

### Year Initiated

2020 - 2021

### Implementation Step(s) and Timelines

In process. Hope to be completed by 2024

## STATUS

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### Goal Status Date

11/15/2022

### Academic Year Updated

2022 - 2023

### Goal Status

On Schedule

### Goal Status Narrative

Business Department classes to be ZTC. Current courses already ZTC include: BUS 100, BUS 101, BUS 103, BUS 150, BUS 161, BUS 166, BUS 201, BUS 401, MGMT 101, MGMT 150, and MGMT 153. ZTC in progress: BUS 113, BUS 180, BUS 188, BUS 19, BUS 192, BUS 193, MGMT 100, MGMT, 151, and MGMT 152. Other courses that are not ZTC but are low textbook costs are: BUS 120, BUS 123, and BUS 180.

### Optional Tables & Graphs

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## Resource Request

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### Division Name

Business, Education, and Professional Programs (BEPP)

### Year of Request

2022 - 2023

### Resource Type

Classified Professional/Administrator Position (permanent)

### Resource Name

Program Services Coordinator

### Resource Description

PSC to assist with outreach of programs, marketing material, student support and collaborating with other departments to support Business, BCM. RE, HTM needs

### Funds Type – Mark all that apply.

Recurring Cost

### Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

The request will support enrollment management strategies, our relationships with high schools, outreach, current students We are currently unable to participate in many outreach events because we do not have adequate support for the departments

### Cost

75,000

### Level of need, with 1 being the most pressing

1

## FOR ADMINISTRATIVE USE ONLY

### Resource Request

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### Division Name

Business, Education, and Professional Programs (BEPP)

### Year of Request

2022 - 2023

### Resource Type

Instructional Equipment

**Resource Name**

Smart Board 8-226

**Resource Description**

Requesting a smart board for 8-226. The smart board will allow instructors to provide innovative instruction

**Funds Type – Mark all that apply.**

One-time Cost

**Cost**

8,500

**Level of need, with 1 being the most pressing**

2

**FOR ADMINISTRATIVE USE ONLY****GOAL**

ZTC - BCM Department

**Goal and Desired Impact on Students**

To have at least 1 section of all BCM courses offer a ZTC section

**Year Initiated**

2021 - 2022

**Implementation Step(s) and Timelines**

In process. Hope to be completed by 2024

**STATUS****Goal Status Date**

11/15/2022

**Academic Year Updated**

2022 - 2023

**Goal Status**

On Schedule

**Goal Status Narrative**

Currently the only course fully ZTC is BCM 200. While BCM 101 is low cost inclusive access, and BCM 225 and BCM 226 are inclusive access. Will discuss with instructor if course could be ZTC or at the very least or designated as low cost.

**Resource Request****Division Name**

Business, Education, and Professional Programs (BEPP)

**Year of Request**

2022 - 2023

**Resource Type**

Technology

**Resource Name**

HyFlex Classroom

**Resource Description**

We would like to change BCM classroom 8-226 to be able to function as a hy-flex class. It will require a smartboard/hy-flex set-up.

**Funds Type – Mark all that apply.**

One-time Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor’s Office.**

With additional modality, students can still attend class regardless of life demands, such as childcare, travel limitations, and so on. BCM courses can be used not just in the educational space, but is a skill needed for both personal and professional endeavors.

**Cost**

8,000

**Level of need, with 1 being the most pressing**

1

**FOR ADMINISTRATIVE USE ONLY**

**Resource Request**

**Division Name**

Business, Education, and Professional Programs (BEPP)

**Year of Request**

2022 - 2023

**Resource Type**

Technology

**Resource Name**

Hy-Flex Computer Lab

**Resource Description**

We would like to change the BCM lab (8-119) to be able to function as a hy-flex lab. It will require a smartboard/hy-flex set-up.

**Funds Type – Mark all that apply.**

One-time Cost

**Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor’s Office.**

With additional modality, students can still access BCM lab support regardless of life demands, such as childcare, travel limitations, and so on. The lab will and can be used not only as a space with students to use computer resources, but if needed the instructor can also teach in the lab. BCM course content can be used not just in the educational space, but is a skill needed for both personal and professional endeavors.

**Cost**

8,000

**Level of need, with 1 being the most pressing**

2

**FOR ADMINISTRATIVE USE ONLY**