



Skyline College

Program Review Update

2024-2025

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

Michael Kane

Michael Kane

12/18/2024

SKY Instructional Program Review Update

Submitter Name:

Grace Beltran and Soledad McCarthy

Submitter Date:

12/12/2024

DIVISION:

Business, Education, and Professional Programs (BEPP)

PROGRAM NAME:

Business/ Business Computer Systems & Management/ Real Estate

YEAR OF REVIEW:

2024-2025

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:

92

Percentage:

92

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

RE 100, RE 110, RE 130, BCM 101, BCM 200, BCM 225, BCM 226, All BUS and MGMT courses except BUS 180, BUS 166, 188, 189, 192, 391

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.

Spring 2022 BUS 101 was used to pilot the revised critical thinking ISLO-Plan to assess the ISLOs in the future

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?

We plan to assess the ISLOs in the future. We did not assess BUS 391-Will delete, BUS 180 and 166-Instructor did not assess. Our assessments were successful. Students successfully meeting the SLOs. Students are given choices (projects, presentations) in how they are assessed which leads to higher success rates.

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 the Improvement Platform with new and/or changed SLOs, after approval by the Curriculum Committee

Not Applicable

Updated the program website with new and/or changed PSLOs 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

12/16/2024

3. ADDITIONAL INFORMATION

Goals & Resource Requests

Real Estate: Course Marketing

Successful marketing of courses: we need to spend some time reviewing and updating our web page and also marketing our new course scheduling approach.

Year Initiated

2021 - 2022

Implementation Step(s) and Timelines

So far we've created the course schedule and stabilized 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. We should be completed by August, 2022.

Mapping

- SKY College Values: (X - Selected)

- **Open Access:** undefined (X)
- **Student Success and Equity:** undefined (X)

- SKY Strategic Goals: (X - Highlight Selected)

- **Increased Student Enrollment:** Increase student enrollment by being responsive to communities we serve (X)

STATUS

Goal Status Date

12/12/2024

Academic Year Updated

2024 - 2025

Goal Status

On Hold

Goal Status Narrative

Given limited bandwidth we have had to prioritize other goals. We plan to revisit in Spring 2025

STATUS

Goal Status Date

03/15/2022

Academic Year Updated

2021 - 2022

Goal Status

On Schedule

Goal Status Narrative

Roughly 25% of the goal has been accomplished in terms of creating the course schedule and stabilizing the scheduling plans.

Real Estate: Zero Textbook Cost

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

Goals & Resource Requests

Mapping

- SKY College Values: (X - Selected)

- **Academic Excellence:** undefined (X)
- **Student Success and Equity:** undefined (X)
- **Sustainability:** undefined (X)

- SKY Strategic Goals: (X - Highlight Selected)

- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)

STATUS

Goal Status Date

12/12/2024

Academic Year Updated

2024 - 2025

Goal Status

Behind Schedule

Goal Status Narrative

We are working to find a ZTC for instructor. We will revisit in Spring 2025

Business Department: ZTC

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

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)

STATUS

Goal Status Date

11/15/2022

Academic Year Updated

2024 - 2025

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

We are continuing to create ZTC's fo rclasses.

Goals & Resource Requests

Resource Request

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

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

BCM Department - ZTC

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

Goals & Resource Requests

Mapping

- SKY Strategic Goals: (X - Highlight Selected)

- **Student Support and Resources:** Ensure that all students have the support and resources needed to achieve their educational goals (X)

STATUS

Goal Status Date

12/12/2024

Academic Year Updated

2024 - 2025

Goal Status

Behind Schedule

Goal Status Narrative

We are continuing to look for ZTC options for these courses. Because these courses are software related, there are minimal resources in ZTC. Cost efficient models do not work with our LMS and instructor was unable to view progress

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

Goals & Resource Requests

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