

Los Angeles City College
Comprehensive Program Review 2008

Business Department

XI. Dean's Review and Recommendations

I. Department Mission

Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? Explain.

The department's mission statement "The Business Administration Department is committed to educating minds, helping students achieve their goals, and producing individuals with an excellent skill set, exceptional work ethic and a strong business mind" does reflect the goals and activities of the department, and is aligned with the mission of the college; "Los Angeles City College offeres programs, course work, support, and guidance to develop a community of learners -- both near and far -- with the knowledge, skills, and attitudes necessary for optimal growth and action in their personal and professional lives".

II. Department Overview

Does the department's analysis of trends in enrollment and achievement accurately reflect the data? Have any issues been identified? Explain.

The departments analysis of trends in enrollment and achievement is accurately reflected. The enrollment patterns and achievement patterns show an inverse relationship.

III. Vocational Programs

Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? Explain.

The departments analysis of labor market demand, advisory activities, and accreditation status is reflected in the data. No issues have been identified.

IV. Curriculum

Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title 5 course outline updates current? Has adequate analysis of course scheduling been provided? Explain.

The departments brief descriptive analysis of the enrollments was accurate; however; a more in depth analysis would offer more insight into how the reduction in full-time faculty is affecting the CAOT Discipline, and the enrollment trends and schedduling of other disciplines (Accounting, Business, Finance, International Business, Management, Marketing, Real Estate, and Supervsion) in the departments. SLO at the course level are in the development stage; but have not yet been developed at the program stage. With an exception of a few classes, the Majority of the Title V Updates are current. The course that need to updated are currently being adressed.

V. Departmental Engagement

Has the department provided a full description of departmental engagement? Explain.

The Business Department has shown that outside of the college and with industry, the engagement is very good. While it wasn't mentioned, as I believe the department may have not seen this subject matter, the faculty are engaged on several campus committees. Committees that come to mine are the Curriculum, Educational Planning Committee (EPC), and Shared Governance Committee (SGC) committees. The Department Chair participates regularly on EPC, is a member of the Academic Senate, and Ad Hoc committees such as the African-American Heritage Committee; and other members of the department have participated in Curriculum, EPC, and other committees on campus.

VI. Professional Development

Has the department provided a full description of professional development? Explain.

Evidence of professional development is available; however, it is very scant.

VII. Support and Activities

Has the department provided a full description of support needs of the department? Explain.

The department's support needs appear to have been met (by Academic Affairs, Administrative Services, and Student Services) pursuant to the responses provided in the Support and Activities sections. Faculty feel that they have the resources they need; the students have access to counseling and advisement and have received campus-based awards and scholarships.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the department? Explain.

The department has provided a description of the resource needs. Specifically, a Classified employee, a Student worker, replacement faculty, and the maintenance and upgrading of 128 existing computer workstations.

IX. Planning and Budget

Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? Explain.

The planning and goals do reflect the issues raised in the self study, and are aligned with the Educational Master Plan and the College Strategic Plan. The department feels that fiscally, their budget is adequate.

However, given the fact that the department is down three full-time faculty in the CAOT Discipline, and expects a retirement in the Business Discipline in June; these realities and the demand and growth in the Business sector, the department feels that the college must act to fill these vacancies to meet the demands of future students in the disciplines of Accounting, Business, Finance, International Business, Management, Marketing, Real Estate, and Supervision.

X. Final Summary by Discipline

Are all items identified as a Major Concern addressed with a goal and action plan? Explain.

There were no items of major concern in this area, for any of the Business Disciplines.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses? Explain.

The department feels that its strengths are updated curriculum and the development of new courses; and that its weakness is poor professional development (specifically conference and seminars that are related to professional development). The professional development matter is currently being addressed.

XII. Recommendations/Commendations

What recommendations based on your comments do you have for this department? What commendations do you have for this department? Explain.

First, the Chair is to be commended for bring together the faculty of the former Business Department and CAOT Department (as these were separate departments that merged in 2004) to form the Business Administration Department. It was a tremendous undertaking to get everyone on the "same page" and create a collegial environment that was positive, fair, and open; and it was done professionally, without bias, and without conflict.

My recommendation for the department is that it review its scheduling practices and address the need for professional development.