

Los Angeles City College
Comprehensive Program Review 2008

Business Department

XII. EPC Validation Review

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 clearly reflects the goals and activities of the department and carefully aligns with the college's mission, vision, and institutional strategic plan.

Use of the phrase "educating minds" reflects one of the basic tenets of the college mission statement.

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 department's analysis of trends--departmental and campuswide enrollment decline--although accurate in its analysis, does not fully provide a comprehensive analysis of the enrollment, FTES, and average class size trends in each of the disciplines comprising the Business Administration department. Upon evaluation and review, trends in enrollment, FTES, and average class size may impact course offerings, degree/certificate programs, additional faculty hirings, etc.,

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 department's analysis of labor market demand and advisory board activity accurately reflect the data. It should be noted that the department has done an exemplary job in establishing its advisory board and using its recommendations as guidelines for program planning and implementation.

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 overall summary statements regarding analysis of enrollment trends accurately reflects data, and each summation was clear; however, a more detailed analysis of the program delivery and effectiveness in all 10 disciplines--accounting, business, CAOT, Finance, International Business, Management, Real Estate, and Supervision--would provide a more accurate assessment of the status of each discipline. Additional analysis would be useful in determining departmental trends and issues of concern as they relate to courses within each discipline.

In the segment of the program review document regarding Title V Updates and Student Learning Outcomes, based on the information provided, 30% (35 courses) of the 105 courses taught in the department have identified course level student learning outcomes. In the area of Title V updates, 13 courses are past due, 24 courses are due, and 5 courses are undetermined regarding their update status.

In the segment on course scheduling, the department appears to do an excellent job of effectively scheduling classes to meet student demand.

V. Departmental Engagement

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

The department is engaged through advisory boards, partnerships, and interdepartmental collaboration.

VI. Professional Development

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

All full-time faculty are involved in some professional development activity; however, over a six year period, as noted in the document, given the everchanging technological advances that occur so rapidly, faculty members appear to have limited conference attendance, conference presentations, off-campus presentations, publications, grants, or memberships in professional organizations

VII. Support and Activities

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

The department's needs appear to be met by the college's instructional support services and student services.

VIII. Resources: Personnel, Equipment and Facilities

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

Resources, personnel, and equipment needs are clearly identified, specifically, the impact of the department's four faculty retirements in fiscal year 06-07 on its programs and services.

Also, as a CTE department, it is apparent that its instruction equipment needs, particularly computers, play an important role in its ability to provide instruction using current up-to-date instructional equipment and materials.

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 department's goals and action plans clearly reflect the department's needs as indicated in various sections of the program review document. Additionally, all its goals align properly with the college's strategic planning goals.

X. Final Summary by Discipline

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

No areas of major concern are noted in any of the ten disciplines. Yet, areas of needed improvement are noted in Accounting (Degrees/Certificates and Student Learning Outcomes), Business (Degrees/Certificates), International Business (Enrollment, FTES, FTES/FTEF)

XI. Department Strengths and Weaknesses

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

Based on the categories identified in the Program Review document, the department does appear to have adequately assessed its strengths and weaknesses, particularly in relation to its need to focus on additional professional development activities. Also, it is clearly noted how accomplishing the department merger so swiftly, effectively, and efficiently has resulted in a strengthened business administration department.

XII. Recommendations/Commendations

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

Recommendations:

1. That the department list the courses that prepare students for the jobs and careers listed in Section III-A Labor Market Demand
2. That a more thorough analysis of program delivery course effectiveness were provided for each of the 10 disciplines within the department (Section IV-A Curriculum)
3. That a more thorough discussion of the implications of the data analysis be provided in Section II-A and II-B
4. That the department clarify its status on the identification and assessment of Student Learning Outcomes

Commendations:

1. That the department be commended for its efforts at scheduling to meet student demand
2. That the department be commended for its partnership efforts
3. That the department be commended for its successful merge of Business and Computer Application and Office Technologies departments